# POLICIES, OPERATION, MAINTENANCE

## **MANUAL**

### FOR

Valley Recycling Facility Inc.

(V.R.F.)

Transfer Station

Recycling Center

Ash Landfill

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**PART 1**

**GENERAL**

**A. INTRODUCTION**

A-1 Scope of the Manual

This manual is intended to serve as a guide to Supervisors and operators for the proper operation and maintenance of V.R.F. the transfer station, recycling center, and ash landfill. It is not the intent of this manual to provide a detailed specification for the construction or equipment maintenance. All persons assigned to operations or supervision shall be familiar with the contents of this manual and will be aware of their roles in operating a well-run, safe, and cost-effective facility.

A-2 Summary of project

For many years V.R.F. had disposed of its waste at the incinerator in Frenchville. From 1981 through 1991 V.R.F had been disposing of incinerator ash generated from its incineration facility. The organization has since decided that the most advantageous way of disposing of their waste is to construct a transfer station, recycling center and recycle as much paper product and plastic, then transport the balance of the waste to the COGERNO Green River Landfill N.B. V.R.F currently has a contractual arrangement with a hauler for the transportation and tipping at COGERNO. The hauling contractor from 7/2019 to 7/2023 is RFC INC.

A-3 Emergency Information

 **FIRE**

 Frenchville Fire Department ---------------------- 911

 Madawaska Fire Department --------------------- 911

 Fort Kent Fire Department ------------------------ 911

 **AMBULANCE**

 Ambulance Inc Fort Kent -------------------------- 911

 Madawaska Ambulance Service ------------------ 911

 **POLICE**

 Maine State Police ---------------------------------- 911

 Aroostook County Sheriff ------------------------- 911

 Madawaska Police Department ------------------- 911

 **OTHER EMERGENCY NUMBERS**

 Northern Maine Medical Center ------------------ 834-3155

 D.E.P. Presque Isle --------------------------------- 764-0477

 Maine Poison Center ----------------------- 1-800-442-6305

**B. MANAGERIAL RESPONSIBILITIES**

B-1 Personnel Responsibilities

The transfer station, recycling center, and ash landfill located at the V.R.F. site, is owned and operated by the Towns of Fort Kent, Frenchville, St. Agatha and Madawaska under the supervision of the Town Manager of Madawaska, who is also the Administrator of V.R.F. and has the responsibility to insure that the facility and sites are properly maintained and operated. The transfer station, recycling center, and ash landfill operator is responsible for the operation of the facility in accordance with the guidelines as set forth within this manual and according to his good judgment. A sticker with a number is required for the use of this facility and will be available at the V.R.F. scale house during operating hours by providing a copy of the customer’s vehicle registration to verify their legal residence. Any operating problems or maintenance requirements will be discussed first with the operator and then if necessary with the Administrator of V.R.F. At all times ‘safety first’ should be practiced.

B-2 Site Security and Safety

The gates to the transfer station may be opened only when the operator or an assistant is present. The gates shall be closed and locked at all other times. The operator shall prominently post the hours of operation and other limitations and conditions of access at the entrance of the facility. It is the responsibility of the V.R.F. operator to see that all required safety features have been installed and are maintained and its personnel are instructed in the hazard and safety procedures of their work. The employee’s responsibility is to himself and to inform his Supervisor of any required maintenance or safety modification required. The operator shall instruct the public to use the facility for its intended purpose only and to stay within those areas open for their use. Children should not be allowed to wander around the hopper or the station area. Children under 12 years of age shall not be allowed on the site without direct adult supervision. There shall be no loitering at the site. Days of operation are likely to be no more than six(6) days per week with operating hours of 8:00 a.m. to 4:00 p.m. This may be altered to better accommodate the residents of the V.R.F. region.

B-3PURCHASING POLICY

AUTHORITY:

 The Valley Recycling Facility (VRF) Board of Directors seeks to have the Administrator and Facility Supervisor use sound financial and good fiscal management of all VRF funds. In an effort to control this they desire to set current standards for the purchase of goods and materials for Valley Recycling Facility.

SCOPE OF POLICY:

 The VRF Board of Directors hereby establishes the following guidelines for the purchase of all VRF goods and services. This purchasing policy shall be in effect upon its adoption and shall remain in effect until amended or overturned.

 A. All purchases under $50.00 (for each single item) will be allowed with

 a sales receipt or other pertinent material showing the cost of the

 item.

 B. All purchases over $500.00 and less than $1000.00 (for individual

 items) shall be accomplished with a PURCHASE ORDER.

 C. All purchases over $1000.00 and less than $2999.00 (for individual

 Items) shall be accomplished by soliciting costs from a minimum of

 three vendors providing preference to local vendors based on

 associated costs. This material should be documented as to date and

 kept as a record, each item shall include a PURCHASE ORDER.

 D. All individual purchases over $3000.00 shall be accomplished through

an open bid process. These may be solicited and/or posted in a local or regional paper for bid proposals per VRF Competitive Bidding Policy.

E. Credit Card use shall ONLY be for official VRF business purchases. The purchase limit for any one item is set at $500.00. Any expenditure needed beyond the limit will require prior approval from the Administrator. All purchases over $500.00 with the credit card MUST be accompanied by a PURCHASE ORDER and a RECEIPT of the purchase. All purchases below $500.00 MUST be accompanied by a RECEIPT of the purchase. All purchases shall be paid on a monthly basis, thereby eliminating any monthly interest fees. Any changes on the use of credit cards shall be authorized by the Administrator.

F. Employees cannot purchase through VRF accounts for personal use, only official

 VRF business as authorized.

Failure to follow the policy as set forth may be cause for disciplinary action under the *Personnel Policy of Valley Recycling Facility.*

Adopted Date of June 19, 2013; by VRF Board of Directors.

**C. BOARD OF DIRECTORS**

C-1 Make up of Board of Directors

The board is made up two Selectman from each owner town and are appointed by the Board of Selectmen of each respective town. The town managers from each owner towns serve as an alternate. The chairman of the Board changes every spring and is on a rotating basis between the directors.

C-2 Board of Directors Meeting

It is the intent of the Board of Directors to meet as needed to act on the agenda charged to them. The agenda and financial report is prepared by the Administrator to be reviewed by the board.

**D. PERSONAL POLICIES**

D-1 Statement of Purpose, Scope, and Policy Mission

A. The purpose of this Manual is to provide a uniform system for handling personnel affairs for V.R.F. A consistent set of personnel policies will result in a more effective and responsive work force and will benefit employees, management, and V.R.F.

B. Except where noted, the scope of the manual shall apply to all employees.

C. The policy mission of V.R.F. is based upon the following objectives:

1. To ensure that employment with V.R.F. is based on merit and

fitness and free from prejudice.

2. To promote efficiency and economy in V.R.F. by just and

equitable practices.

3. To promote a feeling of goodwill and high morale between V.R.F. and its employees or the attainment of the best interest of the public and V.R.F.

D-2 New Hire

All new, full and part-time employees upon hire will serve a "probationary period" of 6 months, during which time their qualifications for becoming permanent employees will be evaluated on the basis of effectiveness and adjustment to the new position. Upon satisfactory completion of the probationary period and performance appraisal, permanent status will be granted retroactive to the initial date of employment. If, however, in the judgment of the Supervisor, probation employees do not meet required performance standards, they be may be given additional time to adjust through an extension of the probationary period (not to exceed an additional six (6) months); or may be separated from V.R.F.

D-3 Vacations

 V.R.F. offers as a benefit for its employees the following vacation schedule:

1 year employment--------------------------------- 1 wk (5 days) (40 hrs)

2 years but less than 7 years employment------- 2 wks (10 days) (80 hrs)

 7 “ “ “ “ 15 “ “ ------- 3 wks (15 days) (120 hrs)

 15 “ “ “ “ 20 “ “ ------- 4 wks (20 days) (160 hrs)

 20 “ “ “ “ 25 “ “ ------- 4 wks, 2 day (22 days) (176 hrs)

 25 “ “ “ “ 30 “ “ ------- 4 wks. 4 day (24 days) (192 hrs)

 30+ ------- 5 wks. 1 day (26 days) (208 hrs)

For the Purpose of calculating paid vacation, length of service shall be based on the anniversary date of employment. Scheduling of vacations will be done on a seniority basis up to April 15th of each year. After April 15th scheduling will be on a first-come first served basis. All, vacations requested will first be approved by the Supervisor. Only 1 employee may be out on vacation during any given week. All carry-over vacation from previous year must be taken by April 1st of the following fiscal year (January 1 to December 31). All past vacations will be paid at the rate of the past year where the vacation was earned.

D-4 Paid Holidays

The following holidays are observed by V.R.F. and shall be granted to full-time employees with pay and to part time employees without pay, unless such employees are required to be on scheduled duty:

 Jan New Year’s Day Sept Labor Day

 Jan Martin Luther King Day Oct Columbus Day

 Feb Washington’s Birthday Nov Veteran’s Day

 Apr Patriot’s Day Nov Thanksgiving Day May Memorial Day Dec Christmas Day

 July Independence Day Personal Day

Full-time employees shall receive one day’s pay for each of the holidays listed above, on which they perform no work. In the event that an approved holiday falls on a Sunday, it will be observed the following Monday. Full-time employees who are required to work on any of the holidays listed above shall receive one ½ hour for 1 hour worked (8 hours), they shall be paid their hourly salary for the number of hours that they worked on said holiday.

D-5 Medical Insurance

V.R.F. shall pay 100 percent of the medical insurance cost for individual full-time employees, the terms of which are on file in the Madawaska Town office and may be reviewed during business hours. If an employee chooses to have health insurance coverage for his/her dependents, it may be obtained through a payroll deduction; the appropriate sum to be deducted will be determined based on annual premium cost for this insurance.

There shall be a waiting period of 30 days for all newly hired employees for entitlement of health insurance benefits.

D-6 Bereavement Leave

In the event of death occurring in the immediate family of an employee, (including mother, father, spouse, children, sister, brother, mother-in-law, father-in-law, stepchildren, and grandparents), the employee shall be granted three consecutive days off with pay, if scheduled working days. The Supervisor, at his discretion, may authorize additional days. The Supervisor may also allow time off, without pay, for employees attending funerals for others outside the immediate family.

D-7 Jury Duty

If an employee of V.R.F. is called to service on a jury, V.R.F. will pay the employee’s wages for those days he or she is called to attend. The employee shall reimburse V.R.F. his or her daily allowance paid to them for serving on the jury. The employee will keep any mileage reimbursement he or she receives.

D-8 Use of Personal Vehicle

Employees who are required to use their personal automobiles in the course of performing their duties for V.R.F. shall be paid an automobile allowance to be determined by the board of directors.

D-9 Employee Education

V.R.F. recognizes the need for its employees to educate themselves in different aspects of his or her job. V.R.F. will pay for course and materials that benefit V.R.F. if the course is approved prior by the Administrator.

D-10 Wage & Benefits

The board of directors at their discretion may, on a yearly basis, review wages and benefits of the employees. Any wage increase or adjustment agreed by the board of directors will be effective on 1/1 of each year. (it has been common practice to average the four-owner towns’ cost of living to set the rate of increase). An employee who has worked 40 hours in any given week will be paid time and one- half for hours worked beyond 40.

D-11 Employee Call Back

Employees subject to an unscheduled or emergency call back shall be compensated at a minimum of two-(2) hour’s pay. Such call back shall be paid at the overtime rate only if the total hours in the work period exceed the defined work period hours, excluding holidays. Call back time starts when an employee reports for duty and continues until relieved from duty. This policy does not include a salaried employee.

D-12 Sick Leave

Sick Leave

Any full-time employee contracting or incurring any non-work related sickness or disability, which renders such employee unable to perform the duties of his/ her employment, shall receive sick leave with pay. Full-time employee shall be eligible for sick leave after six (6) months of employment with V.R.F. Full-time employees shall be allowed 1/2 day of sick leave for each month of service. When an employee has been out on sick leave for more than three (3) consecutive work days, he/she is required to submit documentation from a health care provider certifying the medical necessity for the absence and the expected date of return to work. Sick leave may be accumulated to a maximum of sixty (60) days. V.R.F. agrees to pay any employee terminating in good standing, 50 percent of the amount of accumulated sick leave upon separation of employment.

D-13 Worker’s Compensation

 A. V.R.F. provides Worker’s Compensation coverage for all eligible

Employees.

B. Employees are required to fill out an employee **Work Related Injury Form** SectioH-1, H-2.Employer will fill out **a OSHA FORM 300** for accident that occurs. Copies of completed OSHA 300’s will be posted in the Transfer Station breakroom.

C. Employees are required to fill out an employee **Infectious Exposure**

**Incident Form.** Section H-3

D-14 Types of Separation

 Resignation:

Resignation from V.R.F. service should be submitted in writing to the Supervisor at least fourteen (14) days in advance. The resignation is then forwarded to the Administrator.

 Layoff:

Layoff shall mean involuntary separation of an employee because of lack of work, lack of funds, or abolition of the position without fault on the employee’s part.

 Removal:

At any time, an employee may be removed during the probationary period. An employee may also be removed after the probationary period if performance levels are not satisfactory and fail to improve after a reasonable amount of time following counsel by the Supervisor.

 Retirement:

Employees may choose to retire from V.R.F. upon reaching the age of retirement.

Pay at Time of Separation:

When an employee separates his or her employment with V.R.F., and in good standing, the employee shall be paid for any accrued vacation and holiday leave. Sick leave will be paid as per Part 1, D-12 of this handbook.

D-15 No Smoking

State Law prohibits smoking in any public owned building. There will be **NO SMOKING** in buildings or equipment owned by V.R.F.

D-16 Disciplinary Action

* 1. **Introduction**: Whenever, in the Supervisor’s judgment, employee performance, attitude, work habits, or personal conduct at any time falls below a suitable level, the Supervisor shall inform the employee promptly and specifically of such lapses of such and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, a specific incident and of itself may justify disciplinary action, including discharge; however, the action to be taken depends on the seriousness of the incident and of the employee’s past performance and conduct. Regular employees shall be disciplined for causes. The report of an incident must be completed and submitted to the Supervisor within 48 hours. This time limit will not be applicable to Saturdays, Sunday, and holidays.
	2. **Appeal**: An employee who feels that he/she has been treated unfairly shall have access to grievance procedure as outlined in these rules and regulations.
	3. **Alcohol and drug Abuse:**
1. Policy: It is the policy of V.R.F. to recognize alcohol and drug abuse as a treatable disease. However, it is not the intent of V.R.F. to accept below standard performance nor to restrict Supervisors in dealing with performance problems.
2. Whenever appropriate, V.R.F. shall refer employees to appropriate agencies and organization to seek treatment. The possession, sale or use of illegal drugs on V.R.F. premises is strictly prohibited and grounds for immediate dismissal.
	1. **Cause for Disciplinary Action:** Disciplinary action must be completed/reported within 48 hours of the report of the incident. Disciplinary action may be taken for causes which include, but are not necessarily limited to, the following:
3. Insubordination: refusal to comply with the proper order of an authorized Supervisor.
4. Theft or destruction: stealing; misappropriation of V.R.F. funds; or carelessly or willfully causing destruction of V.R.F. property.
5. Intoxication or disgraceful conduct: conduct under the influence of intoxicants while on duty whenever behaviors threaten order, safety, health, or public respect for V.R.F. service and when such conduct is solely the fault of the employee.
6. Discourtesy: discourtesy to the public while on the job.
7. Habitual tardiness, excessive absence, abuse of sick leave, or absence without authorized leave.
8. Acceptance of monetary fees: Acceptance of money or other valuable consideration given with the intent of influencing the employee in the performance of his/her official duties.
9. Improper use of authority: use of official position or authority for personal profit or advantage.
10. Falsification of records: Including, but not limited to falsification of application papers.
11. Evidence of continued unsound judgment in performing official duties.
12. Failure to comply with the adopted policies and procedures of V.R.F.
13. Upon receiving three (3) official written reprimands, as submitted by the Supervisor, actions may result in suspension or termination written reprimands will be kept for a period of three years on a rolling basis.
14. Conviction of a felony may be cause for termination of employment.
	1. **Reprimands, Suspensions, Discharge:**
15. Oral reprimand is defined as a verbal notice to an employee that his or her behavior of performance must be improved or corrected. An oral reprimand may be given by the immediate Supervisor and should define the improvement or corrective action required. The Supervisor should inform the employee that failure to comply with the oral warning will result in more serious action. The Supervisor shall record the date and subject of the reprimand, but no record shall be placed in the employee’s personnel file.
16. Written Reprimand is defined as a written notice to an employee that his or her performance or behavior must be improved or corrected. Such notice may be given by an immediate Supervisor and shall contain a statement of the cause for action, improvement of corrective action of the employee, time frames for such action, and possible results of the employee’s failure to comply. Written reprimands shall be placed in the employee’s personnel file. An employee receiving a written reprimand may respond to that action and copy of the response shall be attached to the reprimand.
17. Suspension is defined as the temporary removal of an employee from duty without pay. An employee on suspension will not receive holiday pay nor accumulate sick time and personal time. Suspension should be used when all other means have been tried without success and it is believed that suspension will bring about the required improvement in the employee’s behavior or performance, or when the cause is sufficiently serious to warrant such action. The decision to suspend an employee shall be the responsibility of the Supervisor. The employee shall subsequently be notified that a suspension may lead to termination.
18. Discharge is defined as the removal of an employee from V.R.F. Discharge will be used when all other means of improving the employee’s behavior have failed, or when the nature of the misconduct warrants this action. The decision to discharge an employee shall be the responsibility of the Supervisor.

D-17 Grievance Procedures

* 1. **Policy:** A grievance is a dispute between any employee and V.R.F. concerning the interpretation or application of the terms of these personnel rule and regulations. Excluded for consideration of grievance are those matters pertaining to management’s judgments of qualifications and/or performance relating to: hiring or promotion of personnel, and compensation adjustments, except that regular employees may appeal performance evaluations.
	2. **Procedures:** All Personnel

 Appeal (s)

* 1. Any employee who perceives a grievance as defined, shall, within ten (10) working days bring such grievance to the attention of his/her Supervisor, and they shall attempt to settle of resolve the matter within five (5) working days thereafter.
	2. In an event that the matter is not thereby resolved, the employee may within five (5) working days following the Supervisor’s decision, bring the grievance in writing to the attention to the Administrator. The Administrator shall have five (5) working days to consider the matter and render a decision. The decision shall be in writing.
	3. If the matter is still not resolved to the satisfaction of the employee within five (5) days, the employee may bring the matter of the Administrator for his consideration by submitting a written statement setting forth the specific nature and details of the grievance. The Administrator shall schedule a date to hear the grievance of the employee which shall be not less than five (5) or more than ten (10) working days from receipt of the written statement. The Administrator shall have five (5) working days thereafter in which to consider the matter, and render a decision in writing which may be appealed to the V.R.F. Board of Directors within five (5) working days.
	4. In the event that the V.R.F. Board of Directors, within thirty (30) days from and including the date on which the grievance was first presented to the Board, fails to reach an agreement on any grievance, the unresolved issue shall be submitted to arbitration, as provided by the Municipal Public Employees Labor Relations Law. Expense of Grievance Procedures and Arbitration, if any, shall be paid by V.R.F., only if the employee prevails.

D-18 Employment Discrimination

* 1. **Procedure:** Any complaints alleging unlawful discrimination shall be registered with the Administrator who will arrange a meeting to discuss the matter. The meeting shall take place within five (5) working days from receipt of notification. If the Administrator is unable to resolve the matter during this meeting, the aggrieved party shall submit to the Board of Directors, a copy of the signed complaint within five (5) working days.

The V.R.F. Board of Directors shall then have an additional fifteen (15) working days to conduct an investigation and to issue a report, with the recommendations, to the Administrator. The Administrator shall, within ten (10) working days, notify the aggrieved party of the decision.

D-19 Policy on Harassment

 It is the policy of V.R.F. that all our employees are able to work in an environment free from all forms of harassment. Harassment, as defined by this policy, is prohibited. This policy refers not only to Supervisor-subordinate actions, but also to actions between co-workers. Any complaints of harassment will be investigated promptly. There will be no intimidation or retaliation against any employee who make a report of harassment.

* 1. **Sexual Harassment:**
	2. Sexual harassment is the attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors. Sexual harassment can also be conduct which creates a hostile or offensive work environment or unreasonably interferes with a person’s ability to perform his/her job. Sexual harassment is an extremely serious matter. It is prohibited in the workplace by any person and in any form.
	3. Specific conduct which is prohibited includes, but is not limited to:
		+ - 1. Threats or insinuations, implicit, that any employee’s refusal to submit to sexual advices will adversely affect the employee’s retention, evaluation, wages, promotion, duties or any other condition of employment;
				2. Unwelcome sexual flirtations, advances or propositions;
				3. Verbal or written abuse of a sexual nature;
				4. Graphic verbal comments about an individual’s body;
				5. Sexually degrading words used to describe an individual;
				6. The display in the workplace of sexually suggestive objects or pictures.
	4. Any employee who believes he/she has been the subject of sexual harassment should report the alleged act to his/her Supervisor or Administrator.
	5. Any Supervisor or employee who is found after appropriate investigation to have engaged in sexual harassment will be subject to discipline, up to and including discharge.

 **19.2 Verbal Harassment:**

Derogatory or vulgar comments regarding a person’s sex, religion, age, ethnic origins, physical appearance, of the distribution of written or graphic material having such an effect, are prohibited. Any employee who believes he/she has been the subject of such harassment should report the alleged conduct to the Supervisor or the Administrator. Any Supervisor or employee who is found, after appropriate investigation, to have engaged in any harassment will be subject to discipline, including discharge.

 **E. SAFETY POLICIES**

E-1 Statement of Safety Policy Mission

V.R.F. recognizes its employees as one of its most important assets. As such, management has set a goal of providing a safe and healthful workplace for all employees. The V.R.F. safety program recognizes that the safe work behavior of each employee is key to meeting this goal. Our ultimate goal is to achieve an accident-free work environment for our employees.

To help meet these goals, V.R.F. will provide safety training to all employees based on the particular potential training of their job duties. We will also provide necessary personal protective equipment to help reduce exposure to potential hazards and will allocate resource to correct hazardous conditions that are brought to our attention.

It is the responsibility of each employee to follow all safety rules and guidelines. If an employee is unsure of how to do a particular task safely, they should not proceed until they have received instruction from their Supervisor. Each employee is also obligated to report all unsafe working conditions to their Supervisor. It is the responsibility of the Supervisor to monitor and assist employees in the safe performance of their duties. Safe work behaviors and attitudes are an expected part of each employee’s job performance.

The mission statement will be reviewed and revised on an annual basis to allow V.R.F. to meet the mutually beneficial goal of zero workplace injuries and illnesses.

E-2 General Good Working Habits

A. It is the intent of V.R.F. to provide a safe environment for its employees to work in.

B. V.R.F. expects its employees to follow safe work practices. Keep work areas clean and free from debris that could cause injury.

C. The use of proper equipment, clothing and protection in whatever job is being done will help insure less accidents and injury.

D. Proper education in the use of equipment as well as training is a vital tool in providing a safe environment.

E. V.R.F. is committed to the employee and the safe work environment and will provide whatever tools necessary in order to accomplish its commitment.

However, V.R.F. needs the cooperation of its employees to accomplish the goals set forth.

E-3 Personal Protective Equipment

V.R.F., in developing safety plans for its employees, understands that certain jobs require personal protective equipment to protect the employee from injury.

Based on the above V.R.F. will require its employees to protect themselves with the following equipment:

a. Protective eyewear

b. Safety shoes

c. Work Gloves

d. Gloves (rubber)

e. Hard hats

f. Ear protection

g. Safety vests

h. Any other protective equipment deemed necessary to perform his or her duties safely

It will be the responsibility of the employee to insure that the proper protective equipment is utilized and maintained.

All employees’ jobs will have a hazard assessment done and assessments will be filed in the office for all different jobs (i.e. Eye hazard, Head hazard, Foot hazard, and hand hazard). These forms are available in section H-7 of this manual.

**E-4 Vehicle Safety**

**1:1 TITLE**

 This document shall be known as the “Vehicle Use Policy and Fleet Safety Program for

 the V.R.F and shall be referred to herein as the “Vehicle Policy or

 “Policy.”

**1:2 PURPOSE**

The operation of municipal vehicles and equipment on and off road is an integral part of

 V.R.F.’s daily operations. Therefore, V.R.F. considers the safe operation of these

 vehicles to be critically important to well being of the V.R.F. employees and

 and visitors and to efficiency of these services. Contrary to belief, the cost and liability

 associated with the operation of vehicles is not a minor, nor is it all “covered by insurance.”

**1:3 DEFINITIONS**

For the purpose of interpreting this policy, the following terms and their derivations

 shall have meanings as follows:

 **Authorized Driver:** An individual who meets the requirements of this policy and is

 authorized to operate vehicles on V.R.F. premises.

  **Drug and Alcohol Testing:** Testing as required by State and/or Federal laws or rules.

 **MVR (Motor Vehicle Record):** A summary of an individual’s driving record maintained

 by the Maine Bureau of Motor Vehicles.

**ARTICLE 2: RESPONSIBILITIES**

The successful implementation of this policy is a team effort. The responsibilities of each

Team member include but are not limited to the following:

**2.1 AUTHORIZED DRIVER:** Each Authorized Driver has the responsibility to:

* Operate all vehicles safely and obey all traffic laws.
* Follow all policies governing vehicle operation.
* Complete a Municipal Driver Commitment Form.
* Provide current MVR at the time of employment and authorized the Manager to obtain an updated MVR at any time during employment.
* Advise the Manager of any change in driving status and of any convictions for a moving violation.
* Submit any accident report to the Manager.
* Complete and submit all required vehicles reports in a timely manner.
* Visually inspect assigned vehicle/equipment daily and report any defects that create a safety hazard to supervisor or administrator.
* Perform or schedule through supervisor or administrator all preventative maintenance on assigned vehicle or equipment.
* Be accountable for any abuse of vehicles or equipment.

**2.2 Supervisor/administrator:** In addition to the responsibilities listed in section 2.1 a Supervisor

 Administrator has the responsibility to:

* Administer this policy within his/her supervisor/administrator.
* Train each employee involved in the operation of vehicles and equipment assigned to his/her department.
* Perform or schedule all preventative maintenance on all vehicles and equipment assigned to his/her department.
* Arrange for immediate correction of any vehicle/equipment safety hazard.
* Maintain maintenance records for all vehicles and equipment assigned to his/her department.

**2.3 Supervisor:** In addition to the responsibilities listed in sections 2.1 and 2.2, the supervisor has

 the responsibility to:

* Consistently administer this policy for V.R.F..
* Investigate all accidents involving town drivers, vehicles or equipment.
* Periodically screen drivers to identify any potential problems or hazards to other employees and the public.

**2.4 V.R.F. :** V.R.F. has the responsibility to provide its

 employees with vehicles and equipment that is safe, serviceable and adequate in design

 and capability for the intended use and to provide the resources to maintain the vehicles

 and equipment.

**ARTICLE 3: VEHICLE USE**

**3.1 OPERATION: V.R.F.** vehicles shall only be operated by V.R.F. employees.

**3.2 PASSENGERS:** Only V.R.F. employees may ride as a passenger in a V.R.F. vehicle except

 when:

* Transporting non-employees on tours or inspections of V.R.F. facilities.
* Transporting non-employees accompanying an employee on V.R.F. business.
* Transporting a family member for a family emergency.
* Specifically authorized in advance by the supervisor or administrator.

**3.3 V.R.F. : V.R.F.** vehicles shall only be used for V.R.F. business except as noted

 in section 3.4. V.R.F. Business includes but is not limited to:

* Daily performance of an employee’s duties
* Meetings, conferences or training related to V.R.F. business.
* Functions where an employee is representing V.R.F. in an official capacity.

**3.4 PERSONAL USE:** Nominal personal use of V.R.F. vehicles that does not interfere with V.R.F.

 operations may be authorized by the Supervisor/administrator as follows:

* Use during meal break time within the V.R.F lines.
* Use during mid-morning and mid-afternoon break times within the V.R.F. lines.
* Use for employee transportation to and from home within the V.R.A lines while

Employee’s vehicle is being repaired. This use is limited to five consecutive days.

* Personal use of town vehicles after business hours or beyond the V.R.F. lines is prohibited unless specifically authorized by the Supervisor/administrator and approved by the Board of Director.

**3.5 PERSONAL VEHICLE USE:** If an employee is required to sue his/her personal vehicle for

 V.R.F. business, the employee shall be reimbursed for mileage by the town at the current

 federal mileage reimbursement rate after submitting a mileage log.

**3.6 FUEL:** Only town vehicles and equipment shall be fueled from town fuel tanks or fueled

 using a town gasoline credit card or town fuel vendor account.

**ARTICLE 4: VEHICLES INSPECTION and MAINTENANCE**

**4.1 DAILY INSPECTION:** Each vehicle shall be checked daily prior to operation as follows:

* Verify motor oil and coolant are at the proper level.
* Verify headlights, daytime running lights (if so equipped), turn signals, flashers and stoplights are working properly.
* Verify horn, back-up alarm (if so equipped) and other audible devices are work properly.
* Verify seat belts are working properly
* Visually inspect tires for proper inflation and damage.
* Verify all required safely equipment is present in vehicle.
* Verify brakes are working properly.

**4.2 MONTHLY INSPECTION:** Each vehicle shall be inspected monthly and each item on the

 *Monthly Inspection Report* shall be checked. A copy of the completed report shall be

 submitted to the Manager by the first Wednesday of each month. The Supervisor shall

 maintain the *Monthly Inspection Log.*

**4.3 MAINTENANCE:** Each vehicle shall be maintained in accordance with the vehicle

 manufacturer’s recommended preventive maintenance schedule for “severe use.”

**ARTICLE 5: AUTHORIZED DRIVES**

**5.1 DRIVERS QUALIFICATIONS**

* Each driver shall hold a current Maine drivers license.
* Each driver shall have a current *Driver Commitment & MVR Authorization* on file. Call Kalua Wilson at MVR 207 624-9000 to get update (3-17-2020).
* Each driver shall demonstrate proficiency in his/her assigned vehicle via a road test conducted by the Department Head.

**5.2 DISQUALIFICATION OF DRIVERS:** Drivers shall be disqualified for operating municipal

 vehicles and equipment for an of the following:

* Willful abuse of a municipal vehicle and/or equipment.
* Suspension of driver’s license.
* OUI conviction.
* Three (3) moving violations in a 36-month period.
* Any felony conviction involving the operation of motor vehicle.
* Hit & Run accident.
* Failure to report an accident.

**5.3 DRIVER TRAINING**

* Each new municipal employee shall receive instruction for their Supervisor in the proper operation of any vehicle/equipment her/she will be required to operate in the course of their employment.
* The Supervisor shall conduct a monthly meeting addressing vehicle safety and vehicle maintenance with all authorized drivers in attendance.

**ARTICLE 6: ACCIDENTS**

**6.1 MEDICAL ATTENTION:** All persons involved in an accident shall obtain the appropriate

 Medical attention

**6.2 NOTIFICATION:**

* The employee, if physically able, shall notify the police and remain at the accident site until released by the police officer.
* The employee, if physically able, shall immediately notify the Supervisor/administrator who in turn shall immediately notify the municipal insurance company.

**6.3 STATEMENT AND REPORTS**

* The employee shall not make statements concerning the accident to anyone other than the police, the Manager or the municipal insurance company’s representative. Any statement shall be confined to factual observations.
* In addition to any legally required report, the driver shall complete and submit a municipal Vehicle *Accident Report* within 48 hours.

**6.4 INVESTIGATION:** The Supervisor/administrator shall investigate all accidents and

 determine the appropriate action to prevent a reoccurrence. The goal of any investigation

 shall be “fact finding” not “fault finding.”

A. V.F.R. recognizes that employees by nature of the job will need to use vehicles on a daily basis. A few procedures should be followed to insure employee safety as well as safety for the public.

B. Seatbelts shall be worn by all V.R.F., employees when they are driving any vehicles on road or off road.

C. Employees when out in the public area should be responsible as well as courteous drivers

.

**E-5 LOCK OUT-TAG OUT PROGRAM**

Purpose:

 The lockout-tag out program establishes the requirements for isolation of both kinetic and potential electrical, chemical, thermal, hydraulic and pneumatic and gravitational energy prior to equipment repair, adjustment or removal.

Reference: OSHA Standard 29CFR 1910. 147, the control of hazardous energy.

Definitions:

 **Training Authorized (Qualified) Employees** are the only ones certified to lock and tag out equipment or machinery. No other employees, that aren’t trained and authorized to perform lockout/tag out shall be allowed to attach or detach lockout or tag out devices

Training:

 **Affected and Other Employees** will be instructed in the purpose and use of lockout procedures. They shall be instructed not to attempt to start, reenergize machines or equipment which is locked or tagged out.

***Authorized Employees Training***

 All Valley Recycling Facility employees that will be involved in lockout or tag out of equipment shall be training on lock and tag out procedures. The employees and supervisor will conduct lockout training at time of initial hire. Retraining shall be held at least annually. The training will consist of the following:

**Periodic Inspections and Certifications** (once a year)

1. Review of general procedures
2. Review of specific procedures for machinery, equipment and processes.
3. Location and use of specific procedures.
4. Program record keeping.
	1. List authorized employees
	2. Training date
	3. Name of trainer
	4. Date program evaluation
	5. Date of employees certification

 5. Forms for annual Administrative review, and employee training certificate are located section H

**LOADER-Caterpillar 918M (2019)**

* Ground or secure all bucket attachments with manufactures lockout devices (cribbing and blocking may also be used when approved)
* Turn off engine and remove ignition key
* Authorized employee shall keep possession of keys or otherwise secure
* Place “DO NOT OPERATE” tag on steering wheel or door handle
* Engage emergency brake and choke wheels.
* Lockout hydraulic system by pressing the red hydraulic switch next to the seat.
* In center of machine place articulate lock device
* Rated jacks and jack stand shall be used when vehicle is jacked up off the ground
* Apply locks and tags to all manufactures lockout devices
* Clear all personal and tools when test running or trouble shooting

**FORKLIFT-YALE 050VX (2011)**

* Ground or secure all Fork and attachments with manufactures lockout devices (cribbing and blocking may also be used when approved)
* Turn off engine and remove ignition key
* Authorized employee shall keep possession of keys or otherwise secure
* Place “DO NOT OPERATE” tag on steering wheel or door handle
* Engage emergency brake and choke wheels.
* Rated jacks and jack stand shall be used when vehicle is jacked up off the ground
* Apply locks and tags to all manufactures lockout devices
* Clear all personal and tools when test running or trouble shooting

**YARD TRACTOR- ARMY TRUCK M931A1**

* Disconnect negative battery terminal. (apply electric plug lock out devise over cable terminal.
* Authorized employee shall keep possession of keys or otherwise secure
* Place “DO NOT OPERATE” tag on steering wheel or door handle
* Engage emergency brake and choke wheels.
* Rated jacks and jack stand shall be used when vehicle is jacked up off the ground
* Apply locks and tags to all manufactures lockout devices
* Clear all personal and tools when test running or trouble shooting

**RECYCLING TRUCK-Freightliner 2001 F70**

* Turn off engine and remove ignition key
* Authorized employee shall keep possession of keys or otherwise secure
* Place “DO NOT OPERATE” tag on steering wheel or door handle
* Engage emergency brake and choke wheels
* Rated jacks and jack stand shall be used when vehicle is jacked up off the ground
* Use body props when the body is raised
* Apply locks and tags to all manufactures lockout devices
* Clear all personal and tools when test running or trouble shooting

 **CRANE- Prentice**

* Ground or secure all bucket attachments(cribbing and blocking may also be used when approved)
* Shut power to auxiliary panel located above pump and motor on the mezzanine. lockout and tag out
* Authorized employee shall keep possession of keys or otherwise secure
* Test run to assure shut down is complete
* Close the valves on the intake and discharge side of the pump and lockout, tag out
* Clear all personal and tools when test running or trouble shooting

**VERTACL BALES- Natural and Colored Plastic**

* Unplug baler from outlet and cap plug w/ LOTO devise. lockout and tag out
* Authorized employee shall keep possession of keys or otherwise secure
* Test run to assure shut down is complete
* Secure all down plates (cribbing and blocking may also be used when approved)
* Clear all personal and tools when test running or trouble shooting

**HORIZONTAL** BALER – Excel EX60

* Shut power panel #5 on baler external switch turn in off position then lockout and tag out
* Authorized employee shall keep possession of keys or otherwise secure
* Test run to assure shut down is complete
* Secure all down plates (cribbing and blocking may also be used when approved)
* Clear all personal and tools when test running or trouble shooting

**SORT LINE**

* Shut power main switch on conveyer
* Unplug cable from electric panel #4, in lock out box use plug lock, lockout and tag out
* Authorized employee shall keep possession of keys or otherwise secure
* Test run to assure shut down is complete
* Clear all personal and tools when test running or trouble shooting

**Routine Maintenance and Machine Adjustments**

Lock out and tag out are not required if equipment must be operating for proper adjustment. Only trained and authorized employees when specific procedures have been developed to safely avoid hazards with proper training may use this rare exception. All consideration shall be made to prevent the need for an employee to break the plane of a normally guarded area of the equipment by use of tools and other devices.

**Locks, Hasps and Tags**

There will be two lock out tag out cabinets, one located in break room transfer station and one in storage room in recycling building. List of each contents are in section H-6 for review. These boxes will be checked on a monthly basis.

SOP: General Lock and Tag Out Procedures.

Before working on, repairing, adjusting or replacing machinery and equipment, the following procedures will be utilized to place the machinery and equipment in a neutral or zero mechanical state.

**Preparation for shutdown**

Before authorized or affected employee’s turn off a machine or piece of equipment, the authorized employee will have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the means to control the energy.

 Notify all affected Employees that the machinery, equipment or process will be out of service.

 **Machine or Equipment Shutdown**

The machine or equipment will be turned or shut down using the specific procedures for that specific machine. An orderly shutdown will be utilized to avoid any additional or increased hazards to employees as a result of equipment de-energization. If the machinery, equipment or process is in operation, follow normal stopping procedures (depress stop button, open toggle switch, etc.). Move switch or panel arms to ”Off” or “Open” position and close all valves or other energy isolating devices so that the energy source(s) is disconnected or isolated from machinery or equipment.

**Machine or Equipment Isolation**

All energy control devices that are needed to control the energy to the machine or equipment will be physically located and operated in such a manner as to isolate the machine or equipment from the energy source

**Lockout or tag out Device Application**

Authorized employees will affix lockout or tag out devices to energy isolating devises. Lockout devices will be affixed in a manner that will hold the energy isolated devices from the “safe” or “off” position.

Where tag out devices is used they will be affixed in such a manner that will be clearly state that the operation or the movement of energy isolating devices from the “safe” or “off” positions is prohibited.

The tag out devices will be attached to the same point a lock would be attached. If the tag cannot be affixed at that point, the tag will be located as close as possible to the device that will be immediately obvious to anyone attempting to operate the device.

Lock and tag out all energy devices by use of hasps, chains and valve covers with an assigned individual locks.

**Stored Energy**

Following the application of the lockout or tag out devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.

Where the re-accumulation of stored energy to a hazardous energy level is possible, verification of isolation will be continued until the maintenance or servicing is complete.

Release stored energy (capacitor, springs, elevated members, rotating fly wheels, and hydraulic/air/steam systems) must be relieved or restrained by grounding, repositioning, blocking and /or bleeding the system.

**Verification of Isolation**

Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employees will verify that isolation or de-energizing of the machine or equipment have been accomplished.

After assuring that no employee will be placed in danger, test all lock and tag outs by following the normal start up procedures (depress start button, etc)

***Caution:*** After Test, place controls in neutral position

**Extended Lockout – Tag out**

Should the shift change before the machinery or equipment can be restored to service, the lock and tag out must remain. It the task is reassigned to the next shift, those employees must lock and tag out before the previous shift may remove their lock and tag.

**SOP: Release from LOCKOUT/TAGOUT**

Before lockout or tag out devices is removed and the energy restored to the machine or equipment, the following actions will be taken:

1. The work area will be thoroughly inspected to ensure that nonessential items have been removed and that machine or equipment components are operational.
2. The work area will be checked to ensure that all employees have been safely positioned or removed. Before the lockout or tag out devices is removed, the affected employees will be notified that the lockout or tag out devices is being removed.
3. Each lockout or tag out device will be removed from each energy-isolating device by the employee who applied the device.

**SOP: LOTO Procedure for Electrical Plug-Type Equipment**

This procedure covers all Electrical Plug-type equipment such as battery charges, some product pumps, office equipment, power hand tools, power bench tools, lathes, fans, etc.

When working on, repairing, or adjusting the above equipment, the following procedures must be utilized to prevent accidental or sudden startup:

1. Unplug electrical equipment from wall socket or in-line socket.
2. Attach “Do Not Operate” Tag and Plug Box & Lock on end of power cord.

An exception is granted to not lock & tag the plug in the cord & plug remains in the exclusive control of the employee working on, adjusting or inspecting the equipment.

1. Test equipment to assure power source has been removed by depressing the ‘start” or “on” switch.
2. Perform required operations.
3. Replace all guards removed.
4. Remove lock & plug box and tag.
5. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.

 **NOTE:** Occasionally used equipment may be unplugged from power source when not in use.

**SOP: LOTO Procedures Involving More Than One Employee**

In the preceding SOPs, if more than one employee is assigned to a task requiring a lock and tag out, each must also place his or her own lock and tag on the energy isolating device(s).

**SOP: Management’s Removal of Lock and Tag out**

Only the employee that locks and tags out machinery, equipment or processes may remove his/her lock and tag. However, should the employee leave the facility before removing his/her lock and tag. The supervisor may remove the lock and tag. The supervisor must be assured that all tools have been removed, all guards have been replaced and all employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service, Notification of the employee who placed the lock is required prior to lock removal.

**Contractors**

Contractors, working on company property and equipment must use this lockout-tag out procedure while servicing or maintaining equipment, machinery or processes.

 **E-6 VRF WRITTEN HAZARDOUS COMMUNICATION PROGRAM**

The following written Hazard Communication Program has been established for Valley Recycling Facility INC (VRF) 72 Airport Ave, Frenchville, Maine. All divisions and sections of the company are included within the program. The written program will be available in the VRF Scale house Office for review by any interested employee.

VALLEY RECYCLING FACILITY(VRF) will meet the requirements of this regulation as follows:

1. Container Labeling:

Chuck Pelletier-Supervisor or Raymond Demoranville-Asst Supervisor will verify that all containers received for use will be provided with:

a. Product identifier

b. Signal word

c. Hazard statement(s)

d. Pictogram(s)

e. Precautionary statement(s); and

f. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

2. Solid Material Labeling

Chuck Pelletier-Supervisor or Raymond Demoranville-Asst. Supervisor will verify that all solid materials not exempted due to their downstream use; were delivered with a label or received the label prior to the initial shipment, and need not be included in subsequent shipments unless information on the label changes.

Chuck Pelletier-Supervisor or Raymond Demoranville-Asst .Supervisor at each work site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer’s label, or with our company’s own labels which have the requirements of the original label or, product identifier, words, pictures, symbols or combination thereof, which provide at least general information regarding the hazards of the chemicals. For help with labeling contact the safety/health officer who are Chuck Pelletier-Supervisor or Raymond Demoranville-Asst Supervisor

Additional Guidance for Secondary Labeling:

<https://www.osha.gov/dsg/hazcom/hazcom-faq.html>

The current standard provides employers with flexibility regarding the type of system to be used in their workplaces and OSHA has retained that flexibility in the revised Hazard Communication Standard (HCS). Employers may choose to label workplace containers either with the same label that would be on shipped containers for the chemical under the revised rule, or with label alternatives that meet the requirements for the standard. Alternative labeling systems such as the National Fire Protection Association (NFPA) 704 Hazard Rating and the Hazardous Material Identification System (HMIS) are permitted for workplace containers. However, the information supplied on these labels must be consistent with the revised HCS, e.g., no conflicting hazard warnings or pictograms.

3. Safety Data Sheets (SDS)

Copies of the SDSs for all hazardous chemicals to which employees of this

Company may be exposed will be in VRF Scale house.

SDSs will be available to all employees in their work area for review during

each work shift. If SDSs are not immediately available or new chemicals

in use do not have an SDS, please immediately contact Chuck Pelletier-Supervisor or Raymond Demoranville-Asst Supervisor.

4. Employee Training and Information

Prior to starting work each new employee VRF will attend a safety and health orientation and will receive information and training on the following:

a. An overview of the requirements contained in the Hazard Communication

standard, Section 1910.1200. This includes the labeling requirements under Global Harmonization System (GHS).

b. Chemicals present in the workplace operations.

c. Location and availability of our written hazard communication program, including our list of hazardous chemicals, and safety data sheets.

d. Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.

e. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.

f. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.

g. Steps the company has taken to lessen or prevent exposure to these chemicals.

h. Safety emergency procedures to follow if they are exposed to these chemicals.

i. How to read labels on shipped containers, as well as workplace labeling systems and review SDSs format and how to obtain appropriate hazard information.

It is advisable to keep documentation of training on file, as evidence of training may be requested by the U.S. or State of Maine Department of Labor, or Assistant Secretary of Labor may be requested. Documentation should include topic, date, person conducting training and attendance roster. Employees should sign the training roster to verify they attended the training, received our written materials, and understood VRF’s policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this company, each employee of that section will be given information as outlined above. Chuck Pelletier-Supervisor or Raymond Demoranville-Asst Supervisor are responsible for ensuring that SDSs on the new chemical(s) are available.

5. List of Hazardous Chemicals

 The following is a list of all known hazardous chemicals used by employees of VRF. Further information on each noted chemical can be obtained by reviewing SDSs located in/at VRF Scale House.

NOTE: The hazard communication standard only requires a list of all hazardous chemicals; however, it is felt that identifying the location and possible processes will aid the employer in carrying out the full program.

6. Hazardous Non-routine Tasks

Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such given projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

a. Specific chemical hazards

b. Protective/safety measures the employee can take

c. Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of this company are:

 TASK HAZARDOUS CHEMICAL

 Adding vehicle anti-freeze Anti-Freeze

 Cleaning vehicle battery terminals Battery Terminal Protector

 Adding Diesel fuel anti-gel Zero Start

 Adding Diesel DEF fluid NAPA DEF Fluid

 Spraying garage door tracks Chain & cable Lube

7. Chemicals in Unlabeled Pipes

Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes. The only transfer of chemicals in unlabeled pipes at VRF would be the metal 2 inch pipes carrying ATF Oil from the pump, located on the mezzanine above the horizontal Balers, to the crane on the Transfer floor.

Prior to starting work in these areas, the employee must contact Chuck Pelletier-Supervisor or Raymond Demoranville-Asst Supervisor for information regarding:

a. The chemicals in the pipes

b. Potential hazards

c. Safety precautions which should be taken

8. Informing Contractors

It is the responsibility of Chuck Pelletier-Supervisor or Raymond Demoranville-Asst Supervisor to provide contractors (with employees) the following information:

a. SDSs for hazardous chemicals to which they may be exposed while on the work site.

b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

c. The labeling system used in the work place.

|  |  |  |
| --- | --- | --- |
|  | V**ALLEY RECYCLING FACILITY SDS INDEX**  |  |
| **ID#** |  | **TRADE NAME** | **LOCATION** | **QUANITY USED** |
| 1 |  | Windsheid Wash | Recycle Bldg | 1 gallon |
| 2 |  | Antifreeze | Recycle Bldg | 1 gallon |
| 3 |  | NAPA DOT3 Brake Fluid | Recycle Bldg | 1 gallon |
| 4 |  | Air Brake anti-freeze | Recycle Bldg | 1 gallon |
| 5 |  | Diesel Fuel Anti-gel | Recycle Bldg | 1 quart |
| 6 |  | Zero start ether | Recycle Bldg | 1 quart |
| 7 |  | Brake-leen parts cleaner | Recycle Bldg | 1 quart |
| 8 |  | WD-40 | Recycle,Transfer & Scale | 16 oz can |
| 9 |  | Battery terminal protector | Recycle Bldg | 11 oz can |
| 10 |  | Chain & Cable lube | Recycle & Transfer | 16 oz can |
| 11 |  | Wasp & Yellow jacket spray | Transfer bldg | 16 oz can |
| 12 |  | Oil 15w-40 | Recycle Bldg | 55 gallon |
| 13 |  | Betco Pink Lotion Hand cleaner | Recycle,Transfer & Scale | 32 oz bag |
| 14 |  | Oil 10w-30 | Recycle Bldg | Quarts |
| 15 |  | Oil Non Detergent SAE 30 | Recycle Bldg | Quarts |
| 16 |  | Oil - ATF | Transfer bldg | 55 gallon |
| 17 |  | Oil Gear 80w-90 | Recycle Bldg | 5 gallon |
| 18 |  | Muti - purpose grease | Recycle, Transfer bldg | 14 oz tubes |
| 19 |  | Diesel Fuel  | Recycle Bldg | 330 gallon tank |
| 20 |  | Waste Oil | Recycle, Transfer bldg | 300 gal tote |
| 21 |  | Propane | Recycle,Transfer bldg | 10 gallon tanks |
| 22 |  | Oxygen | Recycle Bldg | Tank |
| 23 |  | Acetylene | Recycle, Transfer bldg | tank |
| 24 |  | Lysol Disinfectant | Recycle/Transfer/Scale | 12 oz can |
| 25 |  | Window & Glass Cleaner | Transfer, Scale bldg | 32 oz bottle |
| 26 |  | Fantastic All Purpose Claener | Transfer, Scale bldg | 32 oz bottle |
| 27 |  | Speedball Cleaner | Transfer , Scale bldg | 1 gallon |
| 28 |  | Swifter Dust & Shine | Scale | 12 oz can |
| 29 |  | Mr. Clean Antibacterial | Scale | 16 oz bottle |
| 30 |  | Proclaim Glass Cleaner | scale | 16 oz bottle |
| 31 |  | Citrus Orange Hand Cleaner | Transfer Station | 1 gallon |
| 32 |  | Formula 409 Cleaner | Transfer, Scale bldg | 24 oz bottle |
| 33 |  | Whalen Glass Cleaner | Transfer, Scale bldg | quarts |
| 34 |  | Kling | Transfer bldg | Quarts |
| 35 |  | Permatex anti-seize lub | Recycle,Transfer bldg | 8 oz tube |
| 36 |  | Clorox Disinfecting Bleach | Transfer,Scale bldg | 1 gallon |
| 37 |  | Air Tool Lubricant | Recycle Bldg | 10 oz |
| 38 |  | Empty Propane Cylinders | Transfer bldg | varies |
| 39 |  | Roundup Weed killer | Recycle,Transfer bldg | 24 oz bottle |
| 40 |  | Argon gas | Recycle,Transfer bldg | tank |
| 41 |  | White Lithium Grease | Recycle, Transfer bldg | 10 oz can |
| 42 |  | Lysol Toilet Bowl Cleaner | Transfer bldg | 32 os bottle |
| 43 |  | Goodyear rubber anti- oxidant | Recycle Bldg | 8 oz bottle |
| 44 |  | Gunk engine degreaser | Recycle,Transfer bldg | 16 oz can |
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| 45 |  | Rust Converter | Recycle, Transfer bldg | 1 gallon |
| 46 |  | Acme finish thinner | Recycle bldg | 1 gallon |
| 47 |  | Fiber Strand Plus Fiberglass | Recycle bldg | 1 gallon |
| 48 |  | Lucas Oil Stabilizer | Recycle bldg | 1 Quart |
| 49 |  | Aero Kroil | Recycle, Transfer bldg | 16 oz can |
| 50 |  | Napa Diesel Exhaust Fluid | Recycle bldg | 2 gallon |
| 51 |  | Royal Flush Toilet Cleaner | Transfer Bldg | 1 gallon |
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Wastewater Treatment Plant Grits Policy

Pollution treatment plant grits must be limed, double bagged, transported

and received at VRF in fully intact bags to conform to DEP Solid Waste

Regulations. Failure of a hauler to arrive at VRF with bags fully intact

will result in refusal of the load.

Adopted 6/19/2013

Format of SDS’s as part of Global Harmonization System

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/ effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information,** includes the date of preparation or last revision.

\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

 Pictograms
Health Hazards

Environmental Hazards

Physical Hazards



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Blood borne Policy****Chuck Pelletier & Ray Demoranville** will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: VRF 72 AIRPORT AVE. FRENCHVILLE, MAINE 207 543-6372\_.**EMPLOYEE EXPOSURE DETERMINATION**The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

|  |  |
| --- | --- |
| Job Title | Department/Location  |
| SENIOR & JUNIORTRANSFER STATION EMPLOYEE                             | (TRANSFER STATION                             |
| RECYCLE BLDG & RECYCLE TRUCK Employee |  RECYCLE BUILDING |

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:Example: DUE TO THE NATURE OF DEALING W/ HUMAN TRASH & WASTE OF ALL KINDS ALL JOB CLASSIFICATIONS AT VRF ARE POTENTIALLY EXPOSED TO BLOOD BORNE PATHOGENS.NOTE: Part-time, temporary, contract and per diem employees are covered by the bloodborne pathogens standard. The ECP should describe how the standard will be met for these employees.**METHODS OF IMPLEMENTATION AND CONTROL**Universal Precautions All employees will utilize universal precautions.Exposure Control Plan Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting (Name of responsible person or department). If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.**Chuck Pelletier & Ray Demoranville** are responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.Engineering Controls and Work Practices Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:ALL EMPLOYEES ARE ADVISED TO NOT DIRECTLY HANDLE INCOMING WASTE DIRECTLY AND Sharps disposal containers are inspected and maintained or replaced by **Chuck Pelletier & Ray Demoranville**) every MONTH or whenever necessary to prevent overfilling.This facility identifies the need for changes in engineering controls and work practices through (**Examples: Review of OSHA records, employee interviews, committee activities, etc.**)We evaluate new procedures and new products regularly by (**literature reviewed, supplier info, products considered**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .Both front-line workers and management officials are involved in this process in the following manner: (**EMPLOYEES ARE ASKED MONTHLY AT SAFETY MEETINGS FOR INPUT**)(**CHUCK PELLETIER**) is responsible for ensuring that these recommendations are implemented.Personal Protective Equipment (PPE) PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by **Chuck Pelletier & Ray Demoranville**.**The types of PPE available to employees are as follows**:GLOVES & EYE PROTECTIONPPE is located (**SCALE HOUSE**) and may be obtained through **Chuck Pelletier & Ray Demoranville**. All employees using PPE must observe the following precautions: * Wash hands immediately or as soon as feasible after removing gloves or other PPE.
* Remove PPE after it becomes contaminated and before leaving the work area.
* Used PPE may be disposed of in (TRASH TRAILER
* Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
* Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
* Never wash or decontaminate disposable gloves for reuse.
* Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
* Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:Housekeeping Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.The procedure for handling sharps disposal containers is: (may refer to specific procedure by title or number and last date of review) The procedure for handling other regulated waste is: (may refer to specific procedure by title or number and last date of review) Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available at (must be easily accessible and as close as feasible to the immediate area where sharps are used).Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.Laundry The following contaminated articles will be laundered by this company:Laundering will be performed by (Name of responsible person or department) at (time and/or location).**The following laundering requirements must be met**: * handle contaminated laundry as little as possible, with minimal agitation
* place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use (specify either red bags or bags marked with the biohazard symbol) for this purpose.
* wear the following PPE when handling and/or sorting contaminated laundry: (List appropriate PPE).

Labels The following labeling methods are used in this facility:Equipment to be Labeled Label Type (size, color) (specimens, contaminated laundry, etc.) (red bag, biohazard label)**Chuck Pelletier & Ray Demoranville are** responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify (Name of responsible person or department) if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.**HEPATITIS B VACCINATION****Chuck Pelletier & Ray Demoranville** will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at VRF Scale house.**Vaccination will be provided by (PRIMARY CARE PHYSICIAN**) at (**VARIOUS LOCATIONS**).Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.**POST-EXPOSURE EVALUATION AND FOLLOW-UP**Should an exposure incident occur, contact **Chuck Pelletier & Ray Demoranville** at the following number 207 543-6372 OR 207 895-3003(H) OR 207 316-9409.An immediately available confidential medical evaluation and follow-up will be conducted by (PRIMARY CARE DOCTOR). Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed: * Document the routes of exposure and how the exposure occurred.
* Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
* Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
* If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
* Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
* After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
* If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

**ADMINISTRATION OF POST-EXPOSUREEVALUATION AND FOLLOW-UP****Chuck Pelletier & Ray Demoranville** ensure that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.**Chuck Pelletier & Ray Demoranville** ensure that the health care professional evaluating an employee after an exposure incident receives the following: * a description of the employee's job duties relevant to the exposure incident
* route(s) of exposure
* circumstances of exposure
* if possible, results of the source individual's blood test
* relevant employee medical records, including vaccination status

**Chuck Pelletier & Ray Demoranville** provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.PROCEDURES FOR EVALUATING THE CIRCUMSTANCESSURROUNDING AN EXPOSURE INCIDENT**Chuck Pelletier & Ray Demoranville** will review the circumstances of all exposure incidents to determine: * engineering controls in use at the time
* work practices followed
* a description of the device being used (including type and brand)
* protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
* location of the incident (O.R., E.R., patient room, etc.)
* procedure being performed when the incident occurred
* employee's training

**Chuck Pelletier & Ray Demoranville** will record all injuries from contaminated sharps in a Sharps Injury Log.If revisions to this ECP are necessary **Chuck Pelletier & Ray Demoranville will** ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)**EMPLOYEE TRAINING**All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by (Name of responsible person or department). (Attach a brief description of their qualifications.)All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements: * a copy and explanation of the OSHA bloodborne pathogen standard
* an explanation of our ECP and how to obtain a copy
* an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
* an explanation of the use and limitations of engineering controls, work practices, and PPE
* an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
* an explanation of the basis for PPE selection
* information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
* information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
* an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
* information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
* an explanation of the signs and labels and/or color coding required by the standard and used at this facility
* an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at (**VRF**).**RECORDKEEPING**Training Records Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at (**VRF SCALE HOUSE PERSONNEL FILE**).The training records include: * the dates of the training sessions
* the contents or a summary of the training sessions
* the names and qualifications of persons conducting the training
* the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to (**CHUCK PELLETIER**Medical RecordsMedical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."**Chuck Pelletier & Ray Demoranville are** responsible for maintenance of the required medical records. These confidential records are kept in (**VRF**) for at least the duration of employment plus 30 years.Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to (Name of responsible person or department and address).OSHA RecordkeepingAn exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by (Name of responsible person or department).Sharps Injury LogIn addition to the 1904 Recordkeeping Requirements, all injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least: * date of the injury
* type and brand of the device involved (**syringe, suture needle**)
* department or work area where the incident occurred
* explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report. |

**Valley Recycling Facility Inc**

HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: (Employee Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The hazard communication standard requires you to develop a written hazard communication program. The following is a sample hazard communication program that you may use as a guide in developing your program.

E-8 Confined Space Area

1. The Leach ate tank next to the Landfill which all accessible port opening is under pad lock.
2. If it would be necessary to enter this tank we would use 1910.146 OSHA Confined space.
3. Contractors would be advised of all the hazards for the confined space and they would be responsible to develop a permit.
4. No employee will enter this space, if need be a contractor will be hired.
5. Under the scale space there are no hazards. This will be proven by monitoring the space for a period of 30 days and the records will be filed in the office for viewing. This is in compliance with 1910.146(c) (5) (1) OSHA Confined Space.
6. Before going under the scale all the vents will be opened and it is just to clean, check heaters, and no electric work will be done.

**F. JOB DESCRIPTION**

F-1 Administrator

The Administrator’s duties should be primarily to insure that the transfer station / recycling center is being operated as economically and safely as possible, as directed by the Board of Directors and Safety Committee of V.R.F.

The Administrator should work closely with the facility Supervisor to make sure all work is being completed in a timely manner. The Administrator should make sure that Supervisor schedules applicable landfill testing and monitoring, proper disposal of recyclables to various markets, and burning of Clean Wood.

She/he should also ensure that the facility has a safe and clean environment for the employees and the public; including adequate safety training of employees.

 Following is a list of duties for the Administrator. These are on an “as needed” basis:

A. Schedule Board & Safety Committee meetings and notify the members, the press, and prepare adequate sets of agenda materials

B. Take minutes of meeting and compile them for next meeting.

C. Correspondence – letters relating to normal operations, etc.

D. Correspondence with the service communities regarding costs, billing, and the recycling programs of V.R.F.

E. Provide information on the cost and operation of the facility to prospective new communities.

F. Prepare cost estimate calculations, based on various formulas used and the number of communities joining our facility operation.

G. Correspondence regarding the current grants.

H. Review the insurance contracts for negotiation with the insurance agent. Prepare wage and expense info necessary for policy limits.

I. Send “Uncovered Load Notice” and notify violators who dump illegally.

J. File multiple questionnaires and surveys:

 1. Department of Commerce Census

2. Economic Development Waste Management

3. Recycling Resource Directory

K. Attend meetings outside our district, as needed, for gathering new information pertaining to our operation.

L. Work with the Supervisor to ensure safety training of all employees and that the work place is adequate.

Administrative duties on a daily and weekly basis:

A. Various phone calls regarding the facility operation, progress report s to DEP on current projects still outstanding.

B. In the event of a breakdown, the Administrator will assist the employees in making immediate decisions for repairs while the Supervisor is unavailable.

C. Calculate weekly payroll.

D. Forward bills to Supervisor for approval.

E. Pay urgent bills as needed.

F. Work on duties listed under monthly, annually, or other categories.

Administrative duties on a monthly basis:

A. Make analysis of all bills, compile them into a warrant, mail copies of bills and warrant to owner towns, calculate share of each town, and pay bills accordingly.

B. Make deposit of owner towns’ payment or any other receipts.

C. Post receipts and expenses to ledger, prepare balance sheet and financial statement.

D. Balance checking and saving accounts.

E. Make applicable payroll tax deposits to State and Federal governments.

F. Keep track of tonnage disposed of.

G. Keep track of tonnage of recyclables disposed of.

Administrative duties on a quarterly or annual basis:

A. Prepare annual contracts for service communities using the current year’s projected expenses

B. Bill the service communities for their share of expenses.

C. File payroll tax reports or withholding taxes, social security taxes, and unemployment to state and federal governments.

D. Prepare annual W-2’s for employees.

E. Provide information for annual incorporation reports

F. Prepare the annual reports itemizing the tonnage, site monitoring, accidents, equipment breakdown, shutdown days, operating hours, ash disposal figures, recycling figures, revenues and expenses.

G. File annual OSHA Worker Compensation Injury report.

H. Forward the quarterly water monitoring reports to the proper departments at DEP.

I. Compile and file the Regional Annual report with the Maine Waste Agency.

J. Close out the books and assemble the needed information for the annual audit.

K. In the last few months of the year, work on preliminary budget figures; then compile the final budget for the town meeting warrant after Board approval of the budget.

Administrative duties that is usually shared with the other managers:

A. Assist in writing up the RFP’S / RFQ’S.

B. Update the Operation Manual as required by DEP.

C. File grant applications.

D. File special DEP request for landfill or permit applications.

 Adopted: **09/30/00**

F-2 **Supervisor**

Supervisor Responsibilities

The Supervisor’s duties should be primarily directing all aspects of the solid waste program in including collection, recycling and disposal. The Supervisor is responsible to the Board of Directors of the Valley Recycling Facility-Transfer Station/Recycling Center. It also requires a close working relationship with member towns of VRF though the distribution of information to these towns and the general public. The Supervisor should demonstrate a strong commitment to environmental concerns and work place safety.

**ALL REPAIRS OR SERVICES ARE TO BE RECORDED IN THEIR SERVICE LOG**

Examples of Work:

A. Hiring and firing of employees..

B. Report the hours worked by employees to the Administrator for payroll; and distribute the checks.

C. Schedule vacation time for the employees.

D. Replaces the employees when they are sick or late for work until a replacement can be found.

E. Process and review every bill before turn them over to the Administrator for payment.

F. Order all supplies as needed and deliver them to the facility,

G. Make sure that all trailer are on time to be able to be loaded to avoid over-time.

H. Make needed repairs to the crane, pay loader, forklift, truck tractors, recycling truck, and other equipment used by V.R.F within the employee’s scope of work such as welding, some mechanical works, fabrication, testing of equipment, etc.

I. Make sure garbage is removed out of the building properly sorted and disposed of in its appropriate section of the facility (i.e. tires, wood-waste, metals).

J. Make sure the building and grounds are safe

K. Make sure to provide a safe work- place environment for all employees.

L. Make sure all electrical, plumbing and heating repairs are done in a safe manner.

M. Be responsible for total operation of the facility with the direction of the Board of Directors and Safety Committee.

N. Make sure that all safety practices are adhered to.

O. Make schedule for testing and monitoring of wells as per Maine Department of Environmental Protection regulations.

P. Schedule disposal of ashes

Q. Schedule mowing of the grounds.

R. Schedule removal of white goods.

S. Schedule removal of tires.

T. Help Administrator with any State (or any other) reports that have to be prepared.

U. Assist the Administrator at Maine Department of Environmental Protection meeting to answer questions etc.

V. Attend all V.R.F Board meetings and Safety Committee meetings.

W. Provide safety training programs to all employees,

X. Answer any questions the Board of Directors may have and research information

Y. Responsible for getting fire permit form Frenchville Fire Warden every first of the month.

Z. Schedule burning clean wood pile before 10:00 a.m. according to fire permit.

AA. Set up Igloo Recycling Programs/Systems

BB. Set up Office Recycling Program.

CC. Responsible for Recycling Education Program.

DD. Help in writing Request for Proposals (RFP)

EE. Look for the best prices for materials purchases.

FF. Look for the best prices for our recyclables.

GG. Total all materials brought in for recycling and give report to Administrator on a monthly basis.

HH. Attend seminars on operation of transfer stations, recycling programs, landfill operations, handling of bulky materials, and managing hazardous materials. Etc.

II. Attend monthly meetings held by the County Solid Waste Management Committee.

JJ. Address any concerns by the Administrator and the V.R.F. Board of Directors.

KK. Main responsibility is to make sure garbage is removed from the facility in a safe and economical method.

LL. Do lock-out-tag-out (LOTO) inspection every year during the month of May.

MM. Do LOTO training and certification on all equipment at time of hiring new employees, part-time or full-time.

NN. Schedule landfill leachate tank to be pumped out.

OO. Schedule landfill leachate line in landfill to be flushed annually (October, November.)

PP. Schedule recycling truck bi-weekly stops.

QQ. Operate Scale

RR. Post daily vehicle weights and file.

SS. Post Invoice form construction and demolition debris (C&DD) daily

TT. Balance cash and deposit money in checking account, then report amounts to Administrator.

UU. Month end balance and post recycling material received during month from packers.

VV. Month end double check all materials and money received during month then send reports to Administrator.

WW. Month end balance recycling material that is in billing and send report to administrator.

XX. Month end balance invoices for construction and demolition debris and send statements to customers.

ZZ. Month end update all surveys for activity in the past month.

AAA. Month end sort past months invoices and file for storage.

BBB. Pick up waste oil at different locations as needed.

F-3 **Employees**

Duties of our employees listed below are capable of being performed by any and all employees of V.R.F. Each employee will be property trained in a safe operation of all equipment at our facility.

A. PAYLOADER OPERATOR: Every morning the loader will be inspected to ensure it is in safe operating condition with all safety features operating properly. A daily inspection sheet will be filled out and brought to scale office weekly. A sample of this inspection sheet can be found in H-9.

1. First thing in morning is to go push woodpile and burn when needed

2. The operator will empty the tubs of metal, wood, tires, and cardboard on

 a daily basis. When emptying cardboard tub, also empty garbage barrels in recycling building.

3. During winter months, entrance, yard, roads to tire pile, metal pile, and wood pile will be plowed to allow safe access for trucks and cars. Pushing of snow banks will be done as needed.

4. Help with tarping garbage trailer and clean floor in area while the trailer is out.

5. On Tuesdays & Saturdays sort and push tire and metal piles as needed. During winter months, push back snow piles as needed to allow for safe work areas.

6. The seat belt will be worn when the loader is moving

**ALL REPAIRS OR SERVICES ARE TO BE RECORDED IN THEIR**

**SERVICE LOG.**

B. CRANE OPERATOR: Every morning crane will be inspected to ensure it is in safe operating condition with all safety features operating properly. Check fluid levels.

1. Make sure floor is kept clean (in summer months-wash floor Saturday afternoon) as needed.

2. Bale plastic as needed.

3. Responsible for the two safety gates. They are to be closed at all times when there are no packers dumping.

**ALL REPAIRS OR SERVICES ARE TO BE RECORDED IN THEIR**

**SERVICE LOG.**

C. TRACTOR TRUCK OPERATOR: Every morning the tractor truck will be inspected to ensure it is in safe operating condition with all safety features operating properly. 1. Check fluid levels.

 2. The seat belt will be worn when the tractor truck is moving

**ALL REPAIRS OR SERVICES ARE TO BE RECORDED IN THEIR**

**SERVICE LOG.**

D. RECYCLING TRUCK OPERATOR: Every morning, prior to a run,the recycling truck will be inspected to ensure it is in safe Operating condition with all safety features operating properly.

 1. Check fluid levels.

 2. Grease the bottom and top of barrel dumper.

 3. Responsible for stopping and emptying if need all the set places on the schedule provided by Supervisor.

 4. The seat belt will be worn when the recycling truck is moving.

 5. Barrel dumper will be brought in the front position and locked before moving

 the truck.

**ALL REPAIRS OR SERVICES ARE TO BE RECORDED IN THEIR**

**SERVICE LOG.**

E. FORK LIFT OPERATOR: Every morning the Forklift will be inspected to ensure it is in safe operating condition with all safety features operating properly. A daily inspection sheet will be filled out and brought to scale office weekly. A sample of this inspection sheet can be found in H-11. When recycling truck backs in recycling building, that person will assist the recycling truck driver and help unload recycling truck.

 1. All operators will need to be certified to operate the forklift and have a performance test for forklift operator done every three years with copy in there files. Performance test form located in H-10

 2. The seat belt will be worn when the forklift is moving

**ALL REPAIRS OR SERVICES ARE TO BE RECORDED IN THEIR**

**SERVICE LOG.**

F. GARBAGE COMPACTION CRANE: Every morning the Garbage Compaction Crane will be inspected to ensure it is in safe operating condition with all safety features operating properly. Using the crane, employee will spread and compact garbage in the open top trailer located in the transfer station. Occasional garbage falling on the floor of the disposal chute will be cleaned periodically to ensure a safe operation of the area.

G. EXCEL BALER: : Every morning the Excel Baler will be greased and inspected to ensure it is in safe operating condition with all safety features operating properly.

H. WOOD, METAL, & TIRE TUB: These bins will be monitored hourly and before being emptied any contaminate will be removed before dumping as needed. Using the payloader with its quick-disconnect attachments, materials in tubs will be disposed at the proper storage areas. Materials are stock piled for future disposal/recycling. This procedure will restrict the individual customer from entering our storage area and allow a safe environment for users of the facility.

H. IGLOO BINS: Bins for recycling newspaper and plastic jugs should be emptied as needed. Materials collected from these bins are to be disposed in the proper storage area for processing, baling and recycled.

I. WASTE WOOD MANAGEMENT: Disposal and burning of demolition clean wood-waste will be conducted as required under our DEP permit. Periodic burning as needed after appropriate fire permit is issued.

1. Condition of the fire permit is to burn from 8:00 A.M. to 10:00 A.M. only. After 10:00 A.M. the material is to be stock piled for the next day. Before leaving facility at night there should not be any open flames.

2. Cold ashes will be mixed with household garbage as needed to prevent any major accumulation of ashes on site, as permitted by DEP.

J. METAL & TIRE STORAGE PILES: These materials are stockpiled daily, as needed. Contracts are issued to private contractors to remove materials accumulated as needed or twice a year for recycling

K. WASTE OIL: Waste oil accepted at our transfer station will be checked and disposed of by operators on site. Customers are not allowed to dump waste oil in our collection containers by themselves

L. COMPOST PILES: Accumulation of leaves and grass clippings is composted in our storage area. The payloader is used to mix materials and turning the piles for proper composting. Compost is to be used for landscaping and roadway construction projects.

M. LEACHATE TANK MONITORING: Once monthly the water level in the leachate tank has to be measured and recorded as required by our DEP landfill license. Scheduled disposal of the leachate is done by a private hauler to the Madawaska Waste Water Treatment Plant.

N. MONITORING WELLS: We do not need to monitor the well any more as required by our DEP landfill license.

O. LITTER CONTROL: All grounds and building will be kept clean and free of litter as much as possible.

P. SNOW & ICE CONTROL: Sanding material is located on site for emergency sanding as needed. Employees should apply sand or call Bert Albert to sand. 316-2951

Q. VEHICLE PERMITS: All vehicles are required to display a valid V.R.F. permit sticker which must be affixed to the permitted vehicle. The permit does not guarantee free waste disposal. Disposal fees are based on type and origin of waste.

R. RECYCLING: It is every employee’s responsibility to do his or her share of helping in the recycling effort to help reduce, the amount of garbage being disposed at the landfill.

S. CAR BATTERIES: Thebatteries are stored in a tub base, contact Armand Guerrette to remove as needed.

This is a general description of employee duties at our Transfer Station / Recycling Center. Adjustments will be made as our operation changes over the years or through employee / employer discussions.

 Adopted: **09/30/00**

F-4 Responsibility

 Senior Transfer Station Employee

 Junior Transfer Station Employee

 Recycle Truck Employee

 Recycle Building Employee

A. Equipment Maintenance:

**Senior Transfer Station Employee**  will be responsible for general maintenance,

servicing, fueling and cleaning the following equipment:

1. Crane (Greased weekly)

2. Tractor Truck (Grease Monthly, change oil yearly fall)

3. Hydraulic Pump (add oil when needed)

**Junior Transfer Station Employee** will be responsible for general maintenance,

servicing, fueling and cleaning the following equipment:

 1. Pay loader (Greased weekly, oil Change 250 hrs.)

 2. Waste Oil Furnace (2) (Cleaned every 800 gal of oil burn)

 3. Plastic Baler

 4. Fire Extinguisher and safety check list (first Wednesday of Month)

**Recycle Truck Employee** will be responsible for general maintenance, servicing,

fueling and cleaning the following equipment:

1. Recycling Truck *(*Greased every 4 weeks, Oil change 3000 miles)

2. Forklift (Greased monthly, Oil Change 250 hrs*.)*

**Recycle Building Employee** will be responsible for general maintenance, servicing, fueling and cleaning the following equipment:

1. Waste Oil Furnace(1) (cleaned every 800 gal of oil burn)
2. Excel Baler (Maintenance/cleaning every week)

B. Cleaning Areas:

**Senior Transfer Station Employee** will be responsible to ensure the following areas

are kept clean and safe for the general public.

1. Transfer building area.

2. Break room / bath room

3. Outside around tubs, front yard area.

4. The metal pile area.

**Junior Transfer Station Employee** will be responsible to ensure the following areas

are kept clean and safe for the general public.

 1. Area at tire pile

 2 Area around landfill

 3. Area at the wood burning area

 4. Area at the compost pile

**Recycle Truck Employee** will be responsible to ensure the following areas are

kept clean and safe for the general public.

1. Recycling building area

2. Area in front of recycling building

3. Area outside of gate were trailers are parked

**Recycle Building Employee** will be responsible to ensure the following areas are kept clean and safe for the general public.

1. Embankment next to trailer bay.

2. Area around fences outside driveways

1. Weekly Responsibilities:
	1. Recycling Building will be cleaned every Friday by whoever is working the Friday.
	2. The baler will be cleaned every Friday by whoever is working the Saturday.
	3. Summer month’s loader will be washed every Saturday afternoon.
	4. Break room / bath room will be clean every Saturday

 C-1 Job Progression Order:

 When employees are absent for any reason this will be the job progression order. If

 the Senior Transfer Station employee is absent, the Junior Transfer Station employee

 will replace him. The Recycle Truck operator will replace the Junior Transfer

 Station employee. The Recycle Building Employee will replace the Recycle Truck

 Operator. The job progression will follow this sequence in all job absences.

D. Other Responsibilities

 Two employees will be needed when the trailer has to be removed and replaced with an empty trailer. The two employees working in transfer station will change work position at noon from being loader operator and crane operator. The loader operator will replace in the scale when Supervisor needs to leave during the times of Tuesday to Friday. When one person is absent in transfer station, one from recycling building will come help in transfer station when needed. On Saturdays the two employees working in the recycling building will each work half a day in the scale.

Collection of materials (metals, wood, etc) will be prohibited by the employees during working hours. The employees will be allowed to pick through the metal pile after working hours. This requirement should not be abused or else such privilege will be stopped.

**G. OTHER POLICIES**

G-1 Board policy for Changing Policies

The Board of Directors reserves the right to change, at any time, any policy found in this handbook. The Administrator and Supervisor shall make recommendations for changes to be reviewed and approved by the Board of Directors at a meeting and will so be noted in the minutes.

The Board of Directors will review all policies at least once per year.

**H. FORMS**

H-1 To be completed for all accidents, even if no injury was sustained

H-2 Location of Injury

H-3 Infectious Exposure Incident

H-4 Annual Lockout – Tag out Administrative Review

H-5 LOTO Training Certificate

H-6 LOTO Cabinet inventory

H-7 MSDS index sheets

H-8 Hazard Assessment forms

H-9 Forklift daily checklist

H-10 Forklift operator performance test

H-11 Loader daily checklist

H-1 To be completed for all accidents even if no injury was sustained.

**1.** Date and time of accident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ AM \_\_\_\_\_\_\_ PM
2. Location of accident (Area / Dept.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Equipment involved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Employee(s) involved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | AGE | JOB | If INJURED |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

5. First aid administered by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Medical attention authorized by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Who witnessed accident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Describe accident and nature of Injury. if any : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. What happened? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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10. How did it happen? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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11. What unsafe act was committed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. List any unsafe conditions which contributed to accident / injury
 ⁪ Complete check-list of possible causes on other side
13. Could this accident have been prevented? Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. What should he done to prevent similar accidents? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. Responsibility for this accident: ⁪ Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Explain **reason)** ⁪ Supervision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 ⁪
16. Additional investigation ⁪ is needed ⁪ is not needed

Date of report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
⁪ First aid only required, non-recordable injury **⁪** Medical treatrnent required / physician to indicate If Injury is recordable
⁪ Recordable injury: enter on OSHA Forms 200 and 101. File or Log No. \_\_\_\_\_

ANALYSIS OF FACTORS CONTRIBUTING TO CAUSE OF ACCIDENT

|  |  |  |
| --- | --- | --- |
| WORKING CONDITIONS⁪ Poor housekeeping⁪ Poor ventilation⁪ Poor lighting⁪ Temperature (\_\_\_\_Hot / \_\_\_\_\_ cold)⁪\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_⁪\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BUILDING / PLANT CONDITION⁪ Fire protection inadequate⁪ Exits unmarked⁪ Exits blocked⁪ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_⁪\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EQUIPMENT / MACHINERY⁪ Faulty tools⁪ Faulty machinery⁪ Lack of maintenance⁪ Improper guarding⁪ Guards removed⁪ Guards missing | ⁪ Guards Tampered with⁪ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_⁪ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMPLOYEE(S) CONDITION / ATTITUDE⁪ Inexperienced⁪ Insufficient Training / Instruction⁪ Instruction disregarded⁪ Instructions not enforced⁪ Unskilled⁪ Ignorant⁪ Used poor judgment⁪ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ATTITUDE / DISCIPLINE⁪ Disobeyed rules⁪ Attention distracted⁪ Inattentive⁪ Fooling, horseplay⁪ Attempted shortcut⁪ Was hasty⁪ Did not follow safe practice procedure | PHYSICAL / MENTAL CONDITION⁪ Fatigued⁪ Sluggish⁪ Weak⁪ Sick⁪ Disturbed⁪ Personal problems⁪ Drunk, drug abuse⁪ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_⁪ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DRESS / SAFETY EQUIPMENT⁪ Protective wear not used⁪ Protective wear not available⁪ Safety equipment not used⁪ Safety equipment not readily available⁪ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_⁪ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_⁪ Clothing loose or too long⁪ Failure to wear safety shoes⁪ Faulty shoes, high heels⁪ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Employee’s Statement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness’ Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Witness’ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s or investigator’s remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Use additional sheets* - *if needed, for statements from Involved employees or witnesses.*

H-2 LOCATION OF INJURY FORM

Fully Describe the Injury

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

H-3 **INFECTIOUS EXPOSURE INCIDENT FORM**

Exposed Employee’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Soc. Sec. #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name of Source individual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex \_\_\_\_\_\_\_\_
Age \_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Suspected or Confirmed Disease:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Transported to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Transported by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date of Exposure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time of Exposure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Type of Incident(auto, accident, trauma): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Type of protective equipment utilized: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
What were you exposed to:
Blood \_\_\_\_\_\_\_\_\_ Tears\_\_\_\_\_\_\_\_ Feces \_\_\_\_\_\_\_\_Urine\_\_\_\_\_\_\_\_Saliva \_\_\_\_\_\_\_\_\_
mintus \_\_\_\_\_\_\_\_\_\_\_\_ Sputum \_\_\_\_\_\_\_\_\_\_\_\_ Sweat\_\_\_\_\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_
What part(s) of your body become exposed? Be specific: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you have any open cuts, sores, or rashes that became exposed? Be specific: \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­
How did exposure occur? Be specific: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Did you seek medical attention? \_\_\_\_\_\_ Yes \_\_\_\_\_ No
Where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department Heads Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

H-4

**Annual Lockout – Tag out**

**Administrative Review**

**Equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Lockout – Tag out procedures for this equipment has been reviewed for necessary changes. Each piece of equipment is and the required Lockout – Tag out isolation points (valves, breakers, disconnects, etc) are properly identified.

**Responsible Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The following changes have been made: (if no change writes “None”)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

H-5

**Authorized Employee**

**LOCKOUT – TAG OUT (LOTO)**

**Training Certificate**

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EQUIPMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I understand the training I have received on the Mandatory Lockout – Tag out Program. The training consisted of:

W Location of Equipment, Control Operation & energy Isolation Points

W How to safely turn on off equipment

W Types & Hazards of energy sources

W Type and Magnitude or the energy

W Methods & Means necessary for energy isolation

 **I understand** the hazards of electricity, hydraulic force and machine in motion; I understand that I have been trained to protect myself by not reaching into (breaking the plane) on any machinery until I have personally Lockout and Tagged all sources of energy and ensured that the machinery controls have been disabled.

 **I understand** that if I chose a machine energy source by unplugging the power cord I must be in control of the plug at all time and that I may not leave the area until the machine is in a condition that would allow the machine to be plugged into a receptacle.

 **I understand** receipt of necessary locks, hasps, tags, etc. required for effective isolation of electrical power to a single piece of equipment and that I have available (from Supervisor) material needed for isolating hydraulic fluid to hydraulic motors. I understand that if I need additional LOTO material. I am accountable for requesting it from a Supervisor in my Department.

**I understand that VIOLATING THE LOCKOUT – TAG OUT PROCEDURE will result in disciplinary action up to including termination of employment.**

**Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

H-6

**LOCKOUT – TAG OUT (LOTO)**

**Cabinet Inventory**

 Cabinet #1

 Located Break room transfer station building

1. Standard pad locks with one key
2. Small pad lock with one key

1 Extension cord plug lock

1 Small air valve lock

2 Large round valve locks

6 “Do not operate” tags

12 Small tie wraps

Cabinet #2

Located Storage room recycling building

1. Standard pad locks with on key
2. Extension cord plug lock

6 “Do not operate” tags

**H-7 VALLEY RECYCLING SDS INDEX**

|  |  |  |
| --- | --- | --- |
|  | V**ALLEY RECYCLING FACILITY SDS INDEX**  |  |
| **ID#** |  | **TRADE NAME** | **LOCATION** | **QUANITY USED** |
| 1 |  | Windsheid Wash | Recycle Bldg | 1 gallon |
| 2 |  | Antifreeze | Recycle Bldg | 1 gallon |
| 3 |  | NAPA DOT3 Brake Fluid | Recycle Bldg | 1 gallon |
| 4 |  | Air Brake anti-freeze | Recycle Bldg | 1 gallon |
| 5 |  | Diesel Fuel Anti-gel | Recycle Bldg | 1 quart |
| 6 |  | Zero start ether | Recycle Bldg | 1 quart |
| 7 |  | Brake-leen parts cleaner | Recycle Bldg | 1 quart |
| 8 |  | WD-40 | Recycle,Transfer & Scale | 16 oz can |
| 9 |  | Battery terminal protector | Recycle Bldg | 11 oz can |
| 10 |  | Chain & Cable lube | Recycle & Transfer | 16 oz can |
| 11 |  | Wasp & Yellow jacket spray | Transfer bldg | 16 oz can |
| 12 |  | Oil 15w-40 | Recycle Bldg | 55 gallon |
| 13 |  | Betco Pink Lotion Hand cleaner | Recycle,Transfer & Scale | 32 oz bag |
| 14 |  | Oil 10w-30 | Recycle Bldg | Quarts |
| 15 |  | Oil Non Detergent SAE 30 | Recycle Bldg | Quarts |
| 16 |  | Oil - ATF | Transfer bldg | 55 gallon |
| 17 |  | Oil Gear 80w-90 | Recycle Bldg | 5 gallon |
| 18 |  | Muti - purpose grease | Recycle, Transfer bldg | 14 oz tubes |
| 19 |  | Diesel Fuel  | Recycle Bldg | 330 gallon tank |
| 20 |  | Waste Oil | Recycle, Transfer bldg | 300 gal tote |
| 21 |  | Propane | Recycle,Transfer bldg | 10 gallon tanks |
| 22 |  | Oxygen | Recycle Bldg | Tank |
| 23 |  | Acetylene | Recycle, Transfer bldg | tank |
| 24 |  | Lysol Disinfectant | Recycle/Transfer/Scale | 12 oz can |
| 25 |  | Window & Glass Cleaner | Transfer, Scale bldg | 32 oz bottle |
| 26 |  | Fantastic All Purpose Claener | Transfer, Scale bldg | 32 oz bottle |
| 27 |  | Speedball Cleaner | Transfer , Scale bldg | 1 gallon |
| 28 |  | Swifter Dust & Shine | Scale | 12 oz can |
| 29 |  | Mr. Clean Antibacterial | Scale | 16 oz bottle |
| 30 |  | Proclaim Glass Cleaner | scale | 16 oz bottle |
| 31 |  | Citrus Orange Hand Cleaner | Transfer Station | 1 gallon |
| 32 |  | Formula 409 Cleaner | Transfer, Scale bldg | 24 oz bottle |
| 33 |  | Whalen Glass Cleaner | Transfer, Scale bldg | quarts |
| 34 |  | Kling | Transfer bldg | Quarts |
| 35 |  | Permatex anti-seize lub | Recycle,Transfer bldg | 8 oz tube |
| 36 |  | Clorox Disinfecting Bleach | Transfer,Scale bldg | 1 gallon |
| 37 |  | Air Tool Lubricant | Recycle Bldg | 10 oz |
| 38 |  | Empty Propane Cylinders | Transfer bldg | varies |
| 39 |  | Roundup Weed killer | Recycle,Transfer bldg | 24 oz bottle |
| 40 |  | Argon gas | Recycle,Transfer bldg | tank |
| 41 |  | White Lithium Grease | Recycle, Transfer bldg | 10 oz can |
| 42 |  | Lysol Toilet Bowl Cleaner | Transfer bldg | 32 os bottle |
| 43 |  | Goodyear rubber anti- oxidant | Recycle Bldg | 8 oz bottle |
| 44 |  | Gunk engine degreaser | Recycle,Transfer bldg | 16 oz can |
| 45 |  | Rust Converter | Recycle, Transfer bldg | 1 gallon |
| 46 |  | Acme finish thinner | Recycle bldg | 1 gallon |
| 47 |  | Fiber Strand Plus Fiberglass | Recycle bldg | 1 gallon |
| 48 |  | Lucas Oil Stabilizer | Recycle bldg | 1 Quart |
| 49 |  | Aero Kroil | Recycle, Transfer bldg | 16 oz can |
| 50 |  | Napa Diesel Exhaust Fluid | Recycle bldg | 2 gallon |
| 51 |  | Royal Flush Toilet Cleaner | Transfer Bldg | 1 gallon |
|  |  |  |  |  |

A printed copy of SDS sheets is kept for review in the VRF Scale house.

H-8 HAZARD ASSESSMENT

|  |  |  |  |
| --- | --- | --- | --- |
|  |

|  |
| --- |
|  A Worksite |

 | Specify Location: |
| I am |

|  |
| --- |
|  A single employee's |

 | Name of Employee: |
| reviewing |  Job Description | Working title of positions: |
| (check the |   | Position Number: |
| appropriate |

|  |
| --- |
|  A job description for |

 | Working title of positions: |
| Box): |  a class of employees | Position Number: |
| Your Name: | DEPARTMENT: | Date: |
|

|  |
| --- |
|   |
|

 | **EYE HAZARDS (**Appendix B). Tasks that can cause eye include: working with chemicals or acids: chipping, sanding, or grinding: welding, furnace operations: |
| and, metal and wood working. |
| Check the appropriate box for each hazard: | Description of hazard(s): | Based upon the hazard assessment, the following PPE is required: |
| Chemical Exposure |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |   |   |
| High Heat/Cold |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Dust/Flying Debris |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Impact |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Light/Radiation |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
|

|  |
| --- |
|   |
|

 | **HEAD HAZARDS**(Appendix C) Tasks that can cause head injury include: working below the workers who are using tools or materials that could fall; working |
| on energized electrical equipment or utilities; and working in trenches or confined spaces. |
| Check the appropriate box for each hazard: | Description of hazard(s): | Based upon the hazard assessment, the following PPE is required: |
| Impact |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |   |   |
| Electric Shock |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
|  |  |  |
|  |  |  |
|

|  |
| --- |
|   |
|

 | **FOOT HAZARDS** (Appendix D). Tasks that can cause for injury include: exposure to chemicals or acids; welding or gutting; foundry operations; material |
| handling; renovation or construction; electrical work; and spray finishing or other work with flammable or explosive materials. |
| Check the appropriate box for each hazard: | Description of hazard(s): | Based upon the hazard assessment, the following PPE is required: |
| Chemical Exposure |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |   |   |
| High Heat/Cold |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Impact/Compression |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Slips/Trips |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Puncture |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Slippery/Wet Surfaces |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Explosive/Flammable |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Atmosphere |   |   |
| Electrical |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
|  |  |  |  |  |   |
|  |  |  |  |  |   |
|  |  |  |  |  |   |
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|  |
| --- |
|   |
|

 | **HAND HAZARDS** (Appendix E) Hand injury can be cause by: work with chemicals or acids; exposure to cut or abrasion hazards (for example, during demolition |
| renovation, or woodworking) and work with very hot or cold objects or material. BLOODBORNE PATHOGENS-ADDITNAL TRAINING/MONITORING IS REQUIRED |
| Check the appropriate box for each hazard: | Description of hazard(s): | Based upon the hazard assessment, the following PPE is required: |
| Chemical Exposure |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |   |   |
| High Heat or Cold |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Cuts/Abrasion |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Puncture |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Electrical Shock |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Blood borne Pathogens |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| (see Appendix E) |   |   |
|

|  |
| --- |
|   |
|

 | **BODY/TORSO HAZARDS** (Appendix F) Injury of the body or torso occur during: exposure to chemicals, acids, or other hazardous materials, abrasive blasting |
| welding, cutting, and brazing: chipping, sanding, or grinding: use of chainsaws or similar equipment: foundry operations; and, work around stectical arcs. |
| Check the appropriate box for each hazard: | Description of hazard(s): | Based upon the hazard assessment, the following PPE is required: |
| Chemical Exposure |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |   |   |
| High Heat or Cold |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Abrasion |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Impact |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Electrical Arc |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
|  |  |  |
|

|  |
| --- |
|   |
|

 | **FALL HAZARDS**(Appendix G) Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 6 feet  |
| or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be squired when using vehicle man lifts, elevated platforms, tree trimming,  |
| performing work on poles, roofs, or fixed ladders, ADDITIONAL TRAINING/MONITORING IS REQUIRED! |
| Check the appropriate box for each hazard: | Description of hazard(s): | Based upon the hazard assessment, the following PPE is required: |
| FALL HAZARDS  |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |   |   |
|  |  |  |
|   |   |   |
|

|  |
| --- |
|   |
|

 | **NOISE HAZARDS** (Appendix G) Personnel may be exposed to noise hazards when machining, grinding, sanding, using pneumatic equipment, generators, |
| motors, jackhammers, or similar equipment. ADDITIONAL TRAINING/MORNITORING IS REQUIRED! |
| Check the appropriate box for each hazard: | Description of hazard(s): | Based upon the hazard assessment, the following PPE is required: |
| Noise hazards  |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |   |   |
|  |  |  |
|   |   |   |
|

|  |
| --- |
|   |
|

 | **RESPIRATORY HAZARDS** (Appendix G) Personnel may be exposed to respiratory hazards that require the use of respirators: when certain chemicals  |
| outside of chemical fume hood; when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and when diturting  |
| asbestos, lead, silica, or other particulate hazards. ADDITIONAL TRAINING/MONITORING IS REQUIRED! |
| Check the appropriate box for each hazard: | Description of hazard(s): | Based upon the hazard assessment, the following PPE is required: |
| Chemical Exposure |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |   |   |
| Confine space work |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Particulate exposure |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
| Welding/related hazard |

|  |
| --- |
| Yes  |

 |

|  |
| --- |
| No |

 |
|  |  |  |  |  |  |

|  |
| --- |
| **FORKLIFT OPERATOR DAILY CHECK LIST** |
| H-9 |  |  |
| Check each item before start of each day Date: |   |
|  |  |  |  |
|  |  |  Hour meter reading: |   |
|  |  |  |  |
| Operator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor's OK\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |
| Let your Supervisor and/or maintenance know of any problem. |  |
|  |  |  |  |
| **DO NOT OPERATE A FAULTY TRUCK.** Your safety is at risk. |  |
|  |  |  |  |
| Check boxes: X ok X NG= needs attention, or repair-cycle problem and comment. |
|  |  |  |  |
| OK | NG | Visual Check | Comment |
|   |   | Tires/wheels: wear, damage, nuts tight |   |
|   |   | Head/Tail/Working Lights: damage/ mounting, operation |   |
|   |   | Gauges,/Instruments: damage, operation |   |
|   |   | Operator Restraint: damage, mounting, operation, oily, dirty |   |
|   |   | Warning Decals/Operator's Manual: missing, not readable |   |
|   |   | Data Plate: not readable, missing |   |
|   |   | Overhead Guard: bent, cracked, loose, missing |   |
|   |   | Load Back Rest: bent cracked, loose, missing |   |
|   |   | Forks: bent, worn, stops OK |   |
|   |   | Engine Oil: level, dirty, leaks |   |
|   |   | Hydraulic Oil: level, dirty, leaks |   |
|   |   | Radiator: level, dirty, leaks |   |
|   |   | Fuel: levels, leaks |   |
|   |   | Battery: connections, loose, charge, electrolyte low |   |
|   |   | Covers/sheet metal: damaged, missing |   |
|   |   | Brakes: linkage, reservoir fluid, leaks debris on floor |   |
|   |   | Engines: runs rough, noisy, leaks |   |
|   |   | Steering: loose/binding, leaks, operation |   |
|   |   | Service Brake: linkage loose/binding, stops OK, grab |   |
|   |   | Parking Brake: loose/binding, operational, adjustment |   |
|   |   | Seat Belt: loose/binding, operational, adjustment |   |
|   |   | Horn: operation |   |
|   |   | Backup Alarm: mounting, operation |   |
|   |   | Warning lights: mounting, operation |   |
|   |   | Lift/Lower: loose/binding, excessive drift, "chatters", leaks |   |
|   |   | Attachments: mounting, damaged, operation, leaks |   |
|   |   | Control Levers: loose/binding, find neutral OK |   |
|   |   | Directional Control loose/binding, freely return to neutral |   |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **PERFORMANCE TEST FOR LORKLIFT OPERATORS** |
| H-10 |  |
| EMPLOYEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_TIME\_\_\_\_\_\_\_\_am /pm |
|  |  |  |
| Y | N | 1. Showed familiarity with truck controls |
| Y | N | 2. Gave proper signals when turning |
| Y | N | 3. Sounded horn at intersection |
| Y | N | 4. Kept a clear view of direction of travel. |
| Y | N | 5. Turned corners correctly. - was aware of rear end swing. |
| Y | N | 6. Drove under control and within proper traffic aisles |
| Y | N | 7. Approached load properly. |
| Y | N | 8. Lifted load properly |
| Y | N | 9. Maneuvered properly. |
| Y | N | 10. Traveled with load at proper height. |
| Y | N | 11. Lower load smoothly/slowly. |
| Y | N | 12. Stopped smoothly/completely |
| Y | N | 13. Balance load properly |
| Y | N | 14. Carried load back against the backrest. |
| Y | N | 15. Carried parts/stock in approved containers. |
| Y | N | 16. Checked bridge plates/ramps. |
| Y | N | 17. Placed loads within marked area. |
| Y | N | 18. Stacked loads evenly and neatly. |
| Y | N | 19. Drove in reverse when required. |
| Y | N | 20. When required, determined weight of load. |
| Y | N | 21. When parking forks flat on floor, neutralized controls, set brake, shut power off. |
| Y | N | 22. Participated in pre-use inspection. |
|  |  |

|  |
| --- |
|  |

 |
|  |  |  Total Rating Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
|  |  | Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |

|  |
| --- |
| **LOADER OPERATOR DAILY CHECK LIST** |
| H-11 |  |  |
| Check each item before start of each day Date: |   |
|  |  |  |  |
|  |  |  Hour meter reading: |   |
|  |  |  |  |
| Operator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor's OK\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |
| Let your Supervisor and/or maintenance know of any problem. |  |
|  |  |  |  |
| **DO NOT OPERATE A FAULTY Loader.** Your safety is at risk. |  |
|  |  |  |  |
| Check boxes: X ok X NG= needs attention, or repair-circle problem and comment. |
|  |  |  |  |
| OK | NG | Visual Check | Comment |
|   |   | Tires/wheels: wear, damage, nuts tight |   |
|   |   | Head/Tail/Working Lights: damage/ mounting, operation |   |
|   |   | Gauges,/Instruments: damage, operation |   |
|   |   | Operator Restraint: damage, mounting, operation, oily, dirty |   |
|   |   | Warning Decals/Operator's Manual: missing, not readable |   |
|   |   | Data Plate: not readable, missing |   |
|   |   | Overhead Guard: bent, cracked, loose, missing |   |
|   |   | Load Back Rest: bent cracked, loose, missing |   |
|   |   | Forks: bent, worn, stops OK |   |
|   |   | Engine Oil: level, dirty, leaks |   |
|   |   | Hydraulic Oil: level, dirty, leaks |   |
|   |   | Radiator: level, dirty, leaks |   |
|   |   | Fuel: levels, leaks |   |
|   |   | Battery: connections, loose, charge, electrolyte low |   |
|   |   | Covers/sheet metal: damaged, missing |   |
|   |   | Brakes: linkage, reservoir fluid, leaks debris on floor |   |
|   |   | Engines: runs rough, noisy, leaks |   |
|   |   | Steering: loose/binding, leaks, operation |   |
|   |   | Service Brake: linkage loose/binding, stops OK, grab |   |
|   |   | Parking Brake: loose/binding, operational, adjustment |   |
|   |   | Seat Belt: loose/binding, operational, adjustment |   |
|   |   | Horn: operation |   |
|   |   | Backup Alarm: mounting, operation |   |
|   |   | Warning lights: mounting, operation |   |
|   |   | Lift/Lower: loose/binding, excessive drift, "chatters", leaks |   |
|   |   | Attachments: mounting, damaged, operation, leaks |   |
|   |   | Control Levers: loose/binding, find neutral OK |   |
|   |   | Directional Control loose/binding, freely return to neutral |   |

**PART 2**

**THE TRANSFER STATION and STORAGE SITES**

**A. SITE DESCRIPTION**

A-1 Site Layout

[The site layout is presented on a map dated March 16, 2012 located on the bulletin board found in the VRF Scalehouse.

A-2 Access Road and Traffic Pattern

[The access road and traffic pattern is depicted on the site layout.] Access to the transfer station is restricted by a gate and fence along Airport Ave.

**B. TRANSFER STATION DESCRIPTION**

 B-1 Basic Concept

The basic concept of the transfer station is to provide a central location where solid waste may be concentrated prior to transport to a processing or disposal center. The transfer station consists of three primary components:

 A. Receiving area or tipping floor

 B. Transfer vehicle area

C. Scale house

Although transfer stations in some areas are uncovered, the V.R.F facility is located

inside a building thus covering the receiving area and the trailer. This building serves two primary purposes:

 A. It protects the mechanical and electrical components.

B. It shields the receiving area from weather, thereby reducing the problem of

blowing papers in the vicinity of the transfer area and keeping snow and rain

out of the trailer.

B-2 Building Layout

The exterior dimensions of the waste receiving building is 54’ wide x 60’ long x 22’ high. The two door entrances are 16’ x 20’ each and provide access into the station, for vehicles delivering wastes directly into an opened top trailer. The overhead doors for the entrances are closed during the hours when the facility is not in operation.

B-3 Equipment

A. The building is made of metal frame and set on a concrete slab with pre-cast concrete footing walls.

B. A transfer trailer is used to receive and transport the wastes to COGERNO. The trailer is watertight and is equipped with a walking floor to discharge its loads independently of outside power sources.

C. A knuckle-boom crane is used to compact the solid waste material into the transfer trailer.

D. A front-end loader with quick disconnects system is used to move material around the facility and used in maintenance of the grounds summer and winter.

E. A Truck tractor is used to move the trailer in and out of the transfer station.

F. All materials entering the facility are weighted on the scale.

B-4 Utilities

A. Electrical power is provided for lighting and other small electrical requirements by Maine Public Service Co, EMERA.

B. Drinking water is provided to the transfer station by bottled water. Fire protection is provided by the Fort Kent, Frenchville and Madawaska Fire Departments and on-site fire extinguishers.

C. A telephone is located in the scale office, break room, on the receiving floor area and inside the crane cab of the waste receiving building. This provides communication between the transfer station and other regional function areas, such as, administration, police, hospital, and fire departments. The recycling building has telephone service on the receiving floor area.

D. A bathroom with lockers is located in the break room part of the transfer building.

E. A fire alarm system is in place with heat and smoke detectors that has a dialer to call the fire departments and Supervisor at home.

F. Employees have radio contact between them at all times during work hours.

 **C. TRANSFER STATION OPERATION**

C-1 Acceptable Materials

The V.R.F. accepts solid waste from residential, commercial, and industrial sources located within the Madawaska. Frenchville. St. Agatha Fort Ken district and is contracted w/ Grand Isle to accept it’s MSWsince January 2019. The facility does not accept, for transfer, any hazardous or special wastes as defined in Title 38, MRSA §section 1301. Waste from non-district towns can be accepted, but will be charged on a per-pound-basis unless otherwise specified.

Signage is used to direct all individuals utilizing our facility to the proper designated waste storage and tipping areas.

 Adopted: **09/30/00**

C-2 Acceptable Wastes

Compactable wastes:

Compactable wastes are municipal wastes that can be compressed or crushed. This type of waste is capable of being placed in a refuse packer or transfer station compactor then compressed or crushed. Compactable wastes are limited to the following:

(a) Paper and cardboard

(b) Plastic products

(c) Cans, including dried paint cans

(d) Food wastes

(e) Glass

Recyclable materials:

Recyclable materials are materials that can be reused either in the same form or part of a different product. The V.R.F. organization is currently operating an ‘Igloo Recycling Program’ of its own. Materials being recycled are newspapers, magazines, HDPE clear and colored plastics, cardboard and office paper. They are baled and marketed through a broker for the best price when a trailer load is available.

Materials recycled at VRF are:

a)Corrugated Cardboard

b) Cathode Ray Tubes – Televisions and computers

c) Ni-CAD batteries

d) Fluorescent Bulbs

e)Mercury thermometers

f) PCB Ballasts

g) Electronic devices

h) Vehicle Switches

i) Mercury devices

j) Newsprint - Newspapers, Magazines

k)Office Paper (high grade, computer paper, notebook lined)

l) Plastic Bottles (Milk Jugs, Colored #1 & 2's)

m) Steel / Tin Cans

n)Compost Material (Leaves and grass clipping)

 Bulky Wastes:

Bulky wastes are waste materials that are not compactable but can be reclaimed or reused in the same form or as a part of a different product. Examples of bulky wastes are as follows:

(a) White goods - such as, stoves, refrigerators, freezers, washing machines, clothes dryers, dish-washers, hot water tanks, air conditioners, etc. Capacitors and Freon found in some appliances are removed by the contractor on a semi-annual basis.

(b) Metal goods - such as, bicycles, metal doors, window frames, cyclone and other metal fences, screens, wires, cables and tools are removed on a semi-annual basis.

(c) Tires. Storage site conforms to Solid Waste Regulations 406.3(B)(1).

1. Tires shall be placed on mineral soil in a pile enclosing an area no greater than 2500 square feet in size. The pile shall have a 10 foot buffer strip for fire and safety issues. The storage site shall have a minimum of 2 feet between waste, and the seasonal water table and bedrock.

2. A strip 50 feet wide cleared to mineral soil was constructed on all sides of the storage site. All grass, weeds, slash, brush and debris and other flammable material are moved a distance of 100 feet in all directions outside the cleared mineral soil strip; trees need not be removed, except that green branches of conifers and dead branches of all trees are pruned to a height of 10 feet above the gravel; dead snags of all trees are also removed.

(d) Propane tanks or cylinders that are empty will be stored with valves open.

(e) Solid Waste Buyers / Handlers

1. Consolidated Waste Services - So. Portland, ME

2. Grimmel Industries - Lewiston, ME

3. Industrial Metal Recycling - Oakland, ME

4. Municipal Services Inc - Auburn, ME

5. Saco Steel Co. - Saco, ME

6. Sawyer Environmental Recycling - Hampden, ME

7. G S Bonville & Son - Presque Isle, Me

8. Gallant Enterprise - Edmundston, NB Canada

9. C L Roy & Sons Inc - Frenchville ME

10. Tires, Batteries & Accessories – Bangor ME

Most of the reclaimable wastes generated in the V.R.F region are being collected at the V.R.F. site.

**Other Acceptable Wastes**:

Other acceptable wastes are waste materials that are either reclaimable or compactable but are accepted by the V.R.F. organization. Examples of these acceptable waste materials are as follows:

(a) Construction and demolition debris which include non-burnable building materials, wallboard, pipes, asphalt, furniture, shingles, hoses, ropes, metal conduits, carpeting, bricks, and concrete;

(b) Hot loads, fireplace ash, or any acceptable solid waste on fire or smoldering when delivered. A large open container is marked ”WOOD ONLY “ and “ASHES ONLY’ and are readily accessible to all individuals. The container is also located away from solid waste receiving area, therefore preventing any accidental fires.

(c) Burnable clean wood waste; such as brush, leaves, grass, bark, lumber, wood-

chips, wood shavings, plywood, and sawdust.

1. All clean wood from construction and demolition debris is burned on a designated site and ashes are disposed of in secured landfill as referred to in Landfill Operation C-5, and conforming to Solid Waste Regulations 401.6(B)(5).

(e) Car Batteries are acceptable and stored inside transfer station and removed as need. The agreement with a lead battery dealer, to pick up when the container is full.

(f) Pollution Treatment plant grits, these have to be limed and double bagged to conform with the Solid Waste Regulations

(g) Waste oil.

Burning Brush and Demolition Debris

Infrequent open burning of only wood waste from land clearing, demolition debris, and diseased trees is permitted provided that it occur only under supervision of facility personnel and according to the following conditions:

1. The existing wind speed and atmospheric stagnating conditions will not create any nuisance conditions.

2. The burning will comply with all applicable local fire regulations and the rules of the State of Maine Bureau of Forestry (Department of Conservation).

3. The burning area shall be located away from all active and closed landfill areas.

4. The burning will only take place between 8 A.M. and 10 A.M. to allow the flames to die down, new waste wood deliveries will be stockpiled for future burning.

This would contain only clean wood and brush material. All other non-wood construction and/or demolition debris is disposed of at a licensed landfill.

C-3 Unacceptable Wastes

Unacceptable wastes are materials that will not be considered acceptable at the transfer station. The following is a list of unacceptable wastes:

(a) Junked or abandoned vehicles

(b) Asbestos wastes

(c) Contaminated soils

(d) Liquid wastes

(e) Water and waste-water wastes

(f) Dredged soils

(g) Dead animals

(h) Medical or other potentially infectious or pathogenic wastes

(I) Sandblast grit

(j) Fill

(k) Agricultural wastes

(l) Septage

(m) Industrial processing wastes

(n) Other wastes designated by the Town or Solid Waste Management Regulations

C-4 Dealing with Special Hazardous Wastes

The facility operator shall ensure that all personnel receive adequate training from local Fire Departments to be able to recognize hazardous wastes and exclude it (except small quantities of household hazardous waste mixed with general refuse) from the transfer station. In the event that any hazardous waste is discovered to be present at the facility, the Fire Departments and other proper agencies shall be informed immediately of the need for them to contain it in separate areas. Arrangements will be made for removal by qualified technicians as soon as possible. The special waste shall be stored, in weather tight snap seal drums. Drums will be stored outside in a designated area located on the east, side of the transfer station. Signs will clearly indicate this potentially hazardous area and restrict access to the general public preventing any potential health and safety hazards.

Agencies to be notified in the event of hazardous waste discovery are:

 (a) Administrator, Town Office 207-728-6351

 (b) Supervisor, Charles Pelletier 207-543-6372

 (c) Fire Department, Frenchville 911

 (d) D.E.P., Presque Isle 207-764-0477

 (e) Ambulance Service  **911**

 Enclosed is a map with applicable route to the Northern Maine Medical Hospital located in Fort Kent.

C-5 Question of Acceptability

The facility operator and his personnel have the authority to accept or reject any type of municipal solid waste that is not mentioned in this operation and maintenance manual.

C-6 Scale operation

 All vehicles bring any waste to transfer station will be given a numbered sticker. The sticker will be given at the transfer station after a copy of the vehicles registration is check for proper legal residence (Madawaska, Frenchville, St Agatha, and Fort Kent). This sticker number will be used when customer brings in any waste as the scale loop number to track the customers gross weight and when leaving he will go on scale and enter the same loop number to retrieve the gross weight and give out the net weight and print a scale ticket. This scale ticket is entered on a spread sheet the next day, and at the end of the month it is send to the Administrator. The Administrator sends out the bills to the different towns for the amount of waste that town had for the month before.

 Adopted: **02/01/11**

C-7 Vehicle Unloading

 VRF shall provide for the posting of appropriate signs or other means to

 indicate clearly where the different waste streams are to be unloaded, and where the

 separate recycling and storage areas within the solid waste facility are located.

Upon entering V.R.F. all traffic must travel across the scales. Immediately after crossing the scales traffic begin

 to move in a counter-clock wise direction. The layout of V.R.F consists of three buildings: scale house, the

 transfer station, and recycling center. The layout of the building is as follow:

 The exterior dimension of the transfer station building is 54’ wide x 60’ long x 22’ high. The two door entrances

 are 16’ x 20’ each and provide access into the transfer station, for vehicles delivering waste directly into an open-

 top trailer. The overhead doors for the entrances are closed during the hours when the facility is not open. The

 scale house is 14 ft 3 inches x 20 feet 3 inches

 The exterior dimensions if the recycling center building is 60’ wide x 80’ long x 22’ high with an extension of 18’

 x 20’ on the north west corner of the building. One entrance overhead door is 12’x 20’ and provides access in to

 the center for vehicles delivering recyclable material. The overhead door at the entrance is closed during the hours

 when the facility is not in operation. There are six loading dock overhead doors which allow loading bales of

 material inside the trailers to be shipped out. The building is heated with waste oil.

 Acceptable materials are dropped off by individuals and commercial haulers.Commercial haulers should generally

 be backed into the transfer station receiving area to deposit their loads into and 48’ MSW transfer trailers.

 individual choosing to drop off municipal solid waste (MSW) and recyclables may pull along the transfer station

 drop-off area to unload their recyclables into tubs designated for cardboard, #2 plastics and universal wastes.

 Outside of the transfer station to the right are igloos for recycling of newspapers/magazines and#2 plastics.

 Continuing in a counter-clockwise direction, along the fence, in the drop- off area are metal tubs for ashes, clean

 wood, metals, and tires without rims.

 Upon Exiting the Recycling Building and to the left is the 15’x30’ ash cool down pile and the 15’x30’ clean wood

 burn pile. Immediately to the left and docked near the Recycling Building are five 48’ foot storage trailers for

 plastics, oil storage, empty pesticide containers, #8 main pack and SOW. Located between the storage trailer for

 plastics and oil storage trailer is the 30’x100’ metal storage pile. To the west of the recycling building the site

 includes X’ x X’ a storage areas for construction and demolition debris, 30’ x 100’ metal pile and three tire piles, a

 50x50 pad for the storage of passenger tires, truck tires, and tractor/skidder tires.

 Each waste stream is marked by a sign indicating what material shall be deposit into specific tub or pile, or storage

 area at VRF.

C-8 Odor, Noise, Litter, and Dust Control

 A. Due to the process of compacting wastes as they are delivered, odor control is not a problem V.R.F. during

 normal operation. At the closing of each day, the operator shall compact any waste remaining in the

 trailer with bucket loader or knuckle boom crane to minimize the possibility of odor and litter.

 Deodorizers and disinfectants/ and or lime shall be used as necessary for odor control. If the waste

 remains on site for lengthy periods, odor could become a problem. If this occurs, the trailer will be

 removed and emptied as soon as possible.

B. Noise poses no major impact because of the remoteness of the site and the enclosure of the facility.

 C. ***The owner/operator shall provide for the routine maintenance and general cleanliness of the entire***

 ***solid waste facility, as well as litter removal along the roads approaching the solid waste facility.***

 1) Litter is always a potential problem in working with solid waste. To minimize and control litter at

 VRF, all wastes, except bulky items are to be handled within the confines of the transfer station

 building and loaded directly into the MSW container. Full trailers are removed and any excess

waste on the floor area is cleaned with the front-end bucket loader. Excess material is brought stairs and when an empty trailer is backed into the loading bay, the excess waste is disposed in to leak-proof trailer.

 2) The recycling center will be swept at least once a week, or after baling material, or loading trailers.

 3) The VRF grounds are inspected and cleaned weekly.

 D. Dust control is accomplished through the use of calcium chloride when necessary.

C-9 Compacting

A knuckle-boom crane is used to compact the material into the trailer and assure compaction is distributed properly throughout the trailer box. This procedure is repeated until the trailer is filled.

C-10 Haul Schedule

The V.R.F. organization expects to generate an average of 30 tons of solid waste per day over a five-day per week schedule, which will be transferred to COGERNO. Four transfer trailers with a full load capacity of approximately 25 tons are available and it is estimated that six trips per week to COGERNO will be necessary most of the year with the possibility of seven trips per week during the spring and summer on occasion. The delivery schedule will depend upon the operating hours of the transfer station and the hours of the receiving site at COGERNO.

C-11 Contingency Plan

With four box trailers it is unlikely that this contingency plan will be needed; however, in the event that all trailers are out of operation, V.R.F. will undertake one of the following contingency plans:

(1) For short periods of down time, it will reschedule the operating hours of the station; or

(2) V.R.F. will utilize other private hauler to accept refuse and transport it to COGERNO. Any vehicle utilized in this manner shall be covered to prevent blowing of paper and other debris during the transit.

C-12 Winter Operations

Essentially there will be no modifications to operation during the winter months. It will be the responsibility of V.R.F. to maintain the access roads to and from the site after snow and ice storms. The snow banks along the road will be plowed back to maintain safe site distances.

C-13 Personnel Responsibilities

Personnel at the transfer station site, consists of an operator and assistants whose responsibility it will be to monitor the incoming refuse and operate the equipment. They may refuse to accept any solid waste, which they consider unacceptable. Any waste identified as not originating within the V.R.F district will have two options to pay a fee of 25% above the owner town or bring their waste material back with them. The scale operator is responsible for collecting any fees from materials that we charge fees for. The operator is also responsible for maintaining the site in a safe condition for public use. Access may be refused to anyone without proper identification.

C-14 Safety and Fire Protection

The operator shall always make sure that no one is near the trailer during the operation. Signs are posted warning of the possible dangers of the facility, and indicating to the public those areas within which they are to remain. First aid supplies are maintained at the site for minor injuries. Major injuries will require police, fire or ambulance services. A first aid kit is located in the Transfer Station break room. If necessary, a program for the control and elimination of insects and rodents will be implemented to protect public health.

The facility operator should be aware of the type of refuse being brought to the site to eliminate fire hazards initiating from delivered wastes. Adequate signs are posted to our designated hot load area. Refuse entering the trailer is also examined or watched for any potentially combustible or hazardous materials. Cigarette or other smoking materials must be kept out of the area. In case of a large fire, the operator shall contact the Frenchville Fire Department. The Fire Dept. telephone number (911) is posted next to the telephone. For minor fires, fire extinguishers are available. Three 20lbs. extinguishers are located on the receiving floor area. One is located near the hydraulic system and one on each side of the overhead doors. Another small extinguisher is also located in the payloader.

C-15 Accounting Procedures

Weight records of waste materials delivered to COGERNO are kept for billing purposes. V.R.F. also maintains a set of these records for cost estimating and planning purposes. Future budgets depend on accurate recording of volume trends and the costs associated with them. Plant and equipment maintenance and utility usage, are also be recorded.

 **VRF-Payment, Delinquent Payments & Credit Policy**

Regular monthly bills are due upon issue. If V.R.F. does not receive payment by the close of

 business on the 30th day after billing, the account becomes delinquent. V.R.F. will mail a

 reminder notice with a late charge of 1.5 percent per month (18 percent annually) assessed on

 delinquent amounts. If V.R.F. does not receive payment by the close of business on the 60th

 settled day after the initial billing, V.R.F. will discontinue additional credit and the account will

 be in a small claims action. All collection and attorney will be paid by the customer. Proof of

 payment is required before additional billable material allowed to enter V.R.F.

**D. TRANSFER STATION MAINTENANCE**

D-1 Access Roads

The access roads are re-graded and repaired as required. During the winter months they are plowed, sanded, and generally kept accessible.

D-2 Facility

Routine maintenance of the facility is the responsibility of the operator. The facility is swept at least once a week or more frequently as needed. The V.R.F. Administrator who is currently the Town Manager of Madawaska shall be contacted for any large maintenance problem.

D-3 Equipment

All equipment must be checked for safety and oil levels every morning or first at the start of every day. Equipment maintenance is the responsibility of the operators. If major maintenance requires the assistance of an equipment supplier or other persons, such will be arranged.

Loader is to be greased every Saturday; the oil changed every 250 hours. The tractor truck will be greased every month and the oil will be changed every fall of the year.

The crane is to be greased every Wednesday. During the summer months the payloader should be washed every Saturday and the crane every Wednesday.

**ALL REPAIRS OR SERVICE ARE TO BE RECORDED IN THEIR SERVICE**

**LOG.**

D-4 Facility Clean-Up

Full trailers are removed and any excess on the floor area is cleaned with a front-end bucket loader. Excess material is brought upstairs and when an empty trailer is backed into the loading bay, the excess is disposed into a trailer. Any excess material remaining from previous packer truck is pushed into the empty trailer then the floor is swept. The floor is washed weekly during summer months using a 1.1gpm pressure washer. The excess water is absorbed with the garbage in the trailer.

**PART 3**

**THE RECYCING CENTER**

**A. SITE DESCRIPTION**

A-1 Site Layout

The site layout is presented on map dated March 16, 2012 located on the bulletin board in the VRF Scale house.

A-2 Access Road and Traffic Pattern

[The access road and traffic pattern is depicted on the site layout.] Access to the recycling center is restricted by a gate and fence along Airport Ave.

**B. RECYCLING CENTER DESCRIPTION**

 B-1 Basic Concept

The basic concept of the recycling center is to provide a central location where recyclable material may be concentrated prior to baling, and shipping. The recycling center consists of four primary components:

 (1) Receiving area or tipping floor,

 (2) Storage area

(3) Baling area

(4) Shipping area

Although recycling center in some areas is uncovered, the V.R.F. facility is located inside a building thus covering the receiving area, the baling area, and storage area. This building serves two primary purposes:

(1) It protects the mechanical and electrical components.

(2) It shields the receiving area, the baling area, and storage area from weather, thereby reducing the problem of blowing papers in the vicinity of the recycling center.

The V.R.F. organization is currently operating an ‘Igloo Recycling Program’ of its own. Materials being recycled are newspapers, magazines, HDPE clear and colored plastics, and cardboard and office paper. In the summer month there is a farmers' program where the recycling truck goes around the district at all farm operations and picks up their empty plastic pesticide containers and cardboard boxes. We have a contract with AG Container Recycling Council to bale and store all pesticide containers from Aroostook County. These are then baled and marketed through a broker for the best price when a trailer load is available.

The V.R.F. organization expects to generate an average of 50 % recycling rate to meet the state of Maine goal.

B-2 Building Layout

The exterior dimensions of the recycling center building are 60’ wide x 80’ long x 22’ high with an extension of 18’x 20’ on the north west corner of the building. One entrance overhead door is 12’ x 20’ and provides access in to the center for vehicles delivering recycling materials. The over head door at the entrances is closed during the hours when the facility is not in operation. There are *six* loading dock overhead doors which allow loading bales of materials inside trailers to be shipped out. This building is heated with waste oil furnace.

B-3 Equipment

a. The building is a metal framed building on a concrete slab with pre-cast concrete footing walls.

b. There is an Excel horizontal baler for baling cardboard, newspaper, magazines, HDPE colored plastic, and office paper.

c. There are two, vertical baler for HDPE clear and colored plastic.

d. The forklift is used to feed the baler, load trucks, and move baled material around.

e. Fivetrailers used to store material for shipment are available on site.

f. Twelve sets of igloos are located throughout the communities at different drop off sites.

g. A diesel generator is the power source for the Excel baler.

B-4 Utilities

A. Electrical power is provided for lighting and other small electrical requirements by Maine Public Service Co. EMERA

C. Drinking water is provided to the transfer station by bottled water. Fire protection, is provided by the Fort Kent, Frenchville, and Madawaska Fire Departments, and on-site fire extinguishers.

D. A telephone is located in the office and one on the tipping floor area. These provide communication between the recycling center and other regional function areas, such as, administration, police, hospital, and fire departments.

E. The bathroom is located in the transfer station office.

F. A fire alarm system is in place with heat detectors that has a dialer to call the fire departments and Supervisor at home.

G. Employees have radio contact between them at all times during work hours.

**C. RECYCLING CENTER OPERATION**

C-1 Acceptable Materials

The recycling center accepts recycling materials from residential, commercial, and industrial sources located within the V.R.F. district.

The material list:

 (1) Clean cardboard

(2) Magazines, newspaper mix

(3) Office paper

(4) HDPE clear and colored plastic and pesticide containers

Signage is used to direct all individuals utilizing our facility to the proper designated material areas.

C-2 Unacceptable materials

The facility does not accept any hazardous or special wastes. Wastes such as liquid wastes or explosives are prohibited from disposal at the V.R.F. facility as they may cause problems to the equipment. The facility shall, also, not accept any materials that will, in the opinion of the recycling center operator, be detrimental to the recycling centers operation.

Unacceptable wastes are materials that will not be considered acceptable at the recycling center. The following is a list of unacceptable wastes:

(a) Junked or abandoned vehicles

(b) Asbestos wastes

(c) Contaminated soils

(d) Liquid wastes

(e) Water and waste-water wastes

(f) Dredged soils

(g) Dead animals

(h) Medical or other potentially infectious or pathogenic wastes

(I) Sandblast grit

(j) Fill

(k) Agricultural wastes

(l) Septage

(m) Industrial processing wastes

(n) Other wastes designated by the Town or Solid Waste Management Regulations

C-3 Question of Acceptability

The facility operator and his personnel have the authority to accept or reject any type of materials that is not mentioned in this operation and maintenance manual.

 Adopted: **09/30/00**

C-4 Vehicle Unloading

The vehicles should generally be backed into the recycling center to deposit their loads on the storage area floor. Cars may pull alongside the building to unload their recyclable materials into designated recycling bins as directed by appropriate signs.

C-5 Odor, Noise, Litter, and Dust Control

 A. Due to the process of clean materials there should be no odor.

B. Noise poses no major impact because of the remoteness of the site and the enclosure of the facility.

C. Litter is always a potential problem when working with waste. To minimize and control litter at the recycling center all items shall be handled within the confines of the building. Residents and those people unloading their recycling materials should ensure that all their materials are unloaded inside the building. The grounds will be regularly inspected and cleaned.

 Dust control is accomplished through the use of calcium chloride when necessary.

C-6 Haul Schedule

When there is a load of material baled the Supervisor contacts the Maine CO-OP and the load is sold for the best price on an as need basis.

C-7 Contingency Plan

In the event that V.R.F. could not find a market or a major problem happens, the following contingency plan could be started:

(1) The material would be sent in the transfer building to be deposed in the waste trailer to be taken to the landfill.

(2) The material would be sent to another recycling center to be processed.

C-8 Winter Operations

Essentially there will be no modifications to operation during the winter months. It will be the responsibility of V.R.F. to maintain the access roads to and from the site after snow and ice storms. The snow banks along the road will be plowed back to maintain safe distances.

C-9 Personnel Responsibilities

Personnel at the recycling center consist of an operator and assistants whose responsibilities will be to monitor the incoming material and operate the equipment. They may refuse to accept any recyclable material which they consider unacceptable. Any materials identified as not originating within the V.R.F. district will also be excluded from this site unless specifically authorized by V.R.F. Board. The operator is also responsible for maintaining the site in a safe condition for public use. Access may be refused to anyone without proper identification.

C-10 Safety and Fire Protection

The operator shall always make sure that no one from the public is near the baler during the operation. Signs are posted, warning of the possible dangers of the facility and indicating to the public those areas within which they are to remain. First aid supplies, is maintained at the site for minor injuries. Major injuries will require police, fire and/or ambulance services. A first aid kit is located in the transfer station break room. If necessary, a program for the control and elimination of insects and rodents will be implemented to protect public health.

The facility operator should be aware of the type of refuse being brought to the site to eliminate fire hazards initiating from delivered material. Cigarette or other smoking materials must be kept out of the area. In case of a large fire, the operator shall contact the Frenchville Fire Department. The Fire Dept. telephone number (911) is posted next to the telephone. For minor fires, fire extinguishers are available. One 20 lb. extinguisher is located on the storage floor area. One is located near the baler. Another small extinguisher is also located in the forklift.

C-11 Hours of Operation

|  |  |
| --- | --- |
| **Day** | **Hours** |
| Monday |  8-4 |
| Tuesday | 8-4 |
| Wednesday | 8-4 |
| Thursday | 8-4 |
| Friday | 8-4 |
| Saturday | 8-4 |
| Sunday | closed |

C-12 Accounting Procedures

Weight records of recycled materials sold to the Maine CO-OP are kept for billing purposes. V.R.F. also maintains a set of these records for cost estimating and planning purposes. Future budgets depend on accurate recording of volume trends and the costs associated with them. Plant and equipment maintenance and utility usage is also recorded.

**D. RECYCLING CENTER MAINTENANCE**

D-1 Access Roads

The access roads are re-graded and repaired as required. During the winter months, they are plowed, sanded, and generally kept accessible.

D-2 Facility

Routine maintenance of the facility is the responsibility of the operator. The facility is swept at least once a week or more frequently as needed. The V.R.F. Administrator who is currently the Town Manager of Frenchville shall be contacted for any large maintenance problem.

D-3 Equipment

All equipment must have oil checked every morning or first time started for the day. Equipment maintenance is the responsibility of the operator. If major maintenance requires the assistance of an equipment supplier or other persons, such will be arranged.

The baler shall be greased before starting operation in the morning.

Recycling truck oil changed every 4000 miles. Grease every two weeks. Barrel dumper will be greased every day that it is operated

Forklift oil change every 150 hr. greased every month.

Generator oil change and service of filters every 200 hrs.

**ALL REPAIRS OR SERVICES ARE TO BE RECORDED IN THEIR SERVICE**

**LOG.**

D-4 Facility Clean-Up

A. The recycling center will be swept at less once a week, or after baling, loading trailers, and as needed to maintain a safe operation.

B. The baler will be clean after every use or when changing types of materials. If there are too much loose materials in front of the baler, the area will be cleaned for safety purposes.

**PART 4**

**ASH LANDFILL**

**A. SITE DESCRIPTION**

A-1 Site Layout

The site layout is presented on a map dated March 16,2012 located on the bulletin board in the VRF Scale house.

A-2 Access Road and Traffic Pattern

[The access road and traffic pattern is depicted on the site layout.] Access to the landfill is restricted by a gate and fence along Airport Avenue.

**B. LANDFILL DESCRIPTION**

B-1 Basic Concept

The basic concept of the ash landfill was for the disposal of wood stove ash, clean wood demolition debris ash, and any other wood ashes generated from communities that are served by V.R.F. and approved by the V.R.F. Board and Maine D.E.P..

B-2 Landfill layout .

The landfill is two (2) acres in size consisting of an 18inch clay material liner served by a 6 inch perforated pipe leachate collection system.

B-3 Landfill

 ***The owner/ operator shall undertake suitable measure to control leachate. The approved leachate containment, collection and if applicable, treatment measures must be complied with and included in the operations manual. Provision shall be made for the washdown, dry clean-up, or other cleanup of the transfer station or storage site. Sanitary disposal of any wastewater, leachate and wash down wastes must be in accordance with 38 M.R.S.A. section 413. Washdown water and leachate must not be disposed of on-site without the DEP’s approval, but must be retained in a holding tank or similar structure.***

A. Leachate is collected via a system of perforated pipes installed under the disposed ashes and accumulated in a 12,000gallon cement tank located on the eastside of the landfill.

B. There are two (2) up-grade-monitoring wells and two (2) downgrade monitoring wells. Two (2) are equipped with electric pumps for well purging. We also have four (4) groundwater-monitoring wells and ten (10) piezometers located in various areas of the landfill

B-4 Utilities

A. Electrical power is provided from the transfer station to operate the pumps located throughout the landfill area.

B. Telephone for ambulance or fire emergencies is located at the transfer station office. Backup telephone service is also available at the airport located nearby.

C. Drinking water is available at the transfer station.

1. A bathroom with lockers is located in the office of the transfer building.

 E. Employees have radio contact between them at all times during work hours

B-5 DEP Landfill Closure Order # S-007428-WO-F-N dated October 17, 1999

Final closure of V.R.F. secures ash landfill located in Frenchville, Maine. The two acre landfill is sited on 5 acres of land leased from adjacent Northern Aroostook Regional Airport Authority.

Final secure cover consists of the following from top to bottom:

 a. 6" topsoil over 12" select drainage materials.

 b. Geocomposite drainage net overlying a 40 mil geomembrane.

 c. A manufactured geosysnthetic clay liner (GCL).

 d. 12" compacted soil barrier layer.

 e. A soil barrier sub grade.

**C. Landfill Post Closure Care & Maintenance**

C-1 Odor, Noise, Litter and Dust Control

A. Odor should not be a problem since the landfill handles only wood waste ashes, and inert materials on an 'as need' basis.

B. Noise should also pose no problem due to the remoteness of the site.

C. Litter is kept to a minimum because employees dispose of landfill materials disposed in proper bins at the transfer station. The public is not allowed in the landfill area except in special cases for delivery of a truckload of material.

D. Dust control is minimal due to control of traffic in the area. Should a problem arise the use of calcium chloride would be used.

C-2 Winter Operations

Essentially there will be no modifications to operation during the winter months. It will be the responsibility of V.R.F. to maintain the access roads to and from the site after snow and ice storms. The snow banks along the road will be plowed back to maintain safe site distances.

C-3 Drainage of Surface Water

The operator shall ensure that the facility site is graded and provided with a drainage system to prevent surface water run-on / run-off to reduce the amount of leachate generated and the potential for erosion. All structures shall be constructed as required according to requirements of Section 4.H of this chapter.

C-4 Personnel Responsibilities

Personnel at the landfill consist of an operator and assistants whose responsibilities will be to monitor the leachate water holding tank, watch for any erosion problems and keep the site in a safe and clean condition. Access may be refused to anyone without proper identification. An attendant shall be on duty during all operating hours of the landfill to control access.

C-5 Safety and Fire Protection

Dust masks, fire extinguishers, first-aid kits, and telephone are available at the transfer station office within 200 feet of the landfill. There is a written agreement with the Frenchville, Fort Kent, and Madawaska Fire Departments to respond in case of major fires. Ambulance service is provided by the Ambulance Service, Inc. of the Fort Kent hospital with one ambulance stationed in St. Agatha. If any special or hazardous waste is brought in, appropriate agencies will be notified for the proper handling and disposal of this material.

C-6 Leachate Collection System

Leachate is collected in a 12,000-gallon cement holding tank. The tank is monitored on a monthly basis and pumped out as needed with the use of a vacuum pumper truck. Leachate is delivered to the Madawaska Wastewater Treatment Plant for proper treatment and disposal. Annually, all the collector lines flushed.

C-7 Leachate, Groundwater and Surface Water Monitoring

The leachate, groundwater and surface water is tested according to (Solid Waste Regulations, Chapter 401.6 C) minimum standard of an environmental monitoring program. All monitoring wells are kept locked with a key available at the transfer station. We were using the services of Garrett Groundwater Inc and BINNAX/NEL to conduct our water testing monitoring program. These tests are no longer needed according to MDEP

C-8 Hours of Operation

|  |  |
| --- | --- |
| **Day** | **Hours** |
| Monday | 8-4 |
| Tuesday | 8-4 |
| Wednesday | 8-4 |
| Thursday | 8-4 |
| Friday | 8-4 |
| Saturday | 8-4 |
| Sunday | closed |

The landfill is open during regular hours. Hours of operations shall be determined by the V.R.F. These hours are posted to the entrance of the facility

C-9 Annual Reports and Monitoring Records

A. All reports and monitoring record originals are kept at the Frenchville Town Office with the V.R.F. Administrator.

B. V.R.F. will submit an annual report as required under Solid Waste Regulations Section 401.6 (B) (22).

C. The operator shall maintain, for the active life of the landfill, a record of operational information, which should include the data from the monitoring program, fiscal information, accident reports, equipment breakdowns, inspection records, and fires. The licensee shall submit an annual report to the Department documenting all of this information. The operating manual shall include a format for, and items to be covered by, the annual report.

C-10 Mowing

Mowing of the grounds will be done annually.

C-11 Access Road

The roads to the landfill are kept graded and repaired as required. All roads to the landfill are closed and locked during closed hours. During winter months they will be plowed, sanded, and generally kept accessible. Access to the transfer station is restricted by a gate and fence along Airport Ave.

C-12 Ash Landfill

Routine ash landfill maintenance will be the responsibility of the operator. It is the operator's responsibility to repair erosion problems, pick up litter and monitor the leachate tank fluid levels.

The V.R.F. Administrator shall be contacted for any large maintenance problem so it may be addressed by the Board of Directors.

C-13 Equipment

Equipment maintenance will be the responsibility of the operator. Special equipment needed, will be rented on an 'as needed' basis from suppliers or private contractors. All pumps will be kept in a safe operative condition at all times.

**PART 5**

**HAZARDOUS & SPECIAL WASTE HANDLING AND EXCLUSION PLAN**

**A. FACILITY SAFETY OFFICER**

A-1 Safety Officer

Supervisor Chuck Pelletier shall be designated as the “Facility Safety Officer”. Annually, the Facility Safety Officer shall work with the Frenchville, Madawaska and Fort Kent Fire Chiefs to provide training to the operator’s staff on:

1. Detection of hazardous and special waste;

2. Appropriate notification procedures; and

3. Appropriate handling procedures

**B. IDENTIFICATION / NOTIFICATION of UNPERMITTED WASTE**

 ***Hazardous waste, or waste not easily identified by the operator as non-hazardous, must not be accepted at a solid***

 ***waste facility***

 Other unacceptable materials may include:

 a) Liquid wastes

 b) Dead animals

 c) Medical and other potentially infectious or pathogenic wastes

 d) Commercial agricultural wastes

 e) Junked or abandoned vehicles

The following list will help with the identification and handing of materials of concern.

B-1 Asbestos: Friable insulation material but can take other forms. Can be combined with other materials to sometimes make non-friable siding, flooring, or other products. If suspected to be or contain friable asbestos, contacts Department of Environmental Protection asbestos abatement program personnel at telephone number 207-287-2651. Avoid inhalation of particles.

B-2 Bio-medical Waste: May be red bag waste from hospitals, laboratories, clinics, nursing homes and occasionally doctor’s offices. Includes blood, body parts, disposable instruments, linens and other soiled items. Keep people away, follow hazardous waste procedures, including notifying the appropriate responder either a qualified fire department or the Department of Environmental Protection. If accidentally contacted, disinfect contact area with 1:3 bleach to water solution.

B-3 Calcium Hypochlorite: Used for disinfecting swimming pools but is reactive when wet. **Can release chlorine gas and cause fire when wetted.** Treat as hazardous; prevent wetting or contact with moisture; if wetted, evacuate area. Keep away from petroleum and other organic materials.

B-4 Electrical Capacitors and Transformers: May be removed from white goods and other electrical equipment by individuals, scrap metal firms, or firms which work on appliances or motors. Avoid skin contact and breathing exposure; follow hazardous waste procedure.

B-5 Industrial Chemicals: Generally, liquid in five-gallon or larger pails or drums of either plastic or steel. Occasional lined cardboard barrels are used. Also some solids, especially flakes or granular materials, can cause excessive corrosion or be reactive with liquids. Solids may be in any form of container including loose. Avoid skin contact and breathing exposure; treat as hazardous.

B-6 Laboratory Chemicals: Usually in smaller containers of one pint to one gallon, glass or plastic bottles. Can be severe irritants, highly toxic or explosive; 'do not open' containers. Treat as hazardous.

B-7 Sandblast Grit: Generally fine sand or garnet mixed with paint, brick and/or masonry chips. Avoid breathing; handle as special waste.

**C. FINDING AND REACTING TO AN UNKNOWN WASTE**

When unknown material is found at the solid waste facility, the attendant shall identify the material to determine whether it is licensed solid waste, special waste, or hazardous waste. If hazardous waste, the attendant shall attempt to identify the person who has left, delivered, or attempted to deliver the hazardous waste and notify the DEP.

C-1 While keeping a safe distance upwind from the material, the attendant may attempt to determine the following, if safe to do so:

a. Look for container or waste labeling;

b. Determine the physical state of the material (solid, liquid, or gas);

c. Estimate container size or amount of waste; and

d. Determine the type and condition of the container or packaging.

 C-2 If the material is determined to potentially be hazardous, the attendant shall:

a. Evacuate and secure the area of the facility site around the material if it could present an immediate threat to the public health because it is ignitable or could release a toxic gas.

b. If safely feasible, determine if there is any release of the material to the soil,water or air.

c. If safety is feasible, determine if any release found has been confined or is

ongoing.

 d. Undertake the appropriate notification procedure below.

**D. NOTIFICATION**

D-1 When hazardous waste or suspected hazardous waste is found left at the solid waste

facility, the attendant shall:

1. Notify Facility Supervisor Chuck Pelletier at 543-6372 Cell 207 231-1430 or VRF Administrator Gary Picard at 207 728-6351 Cell 207-316-3920.

A. Notify the DEP anytime at 1-800-482-0777, or

Maine State Police at 1-800-452-4664, or

B. If the attendant knows that the local fire department has received training and is qualified to respond to hazardous materials, notify the fire department at 911.

D-2 When unpermitted special waste is found left at the solid waste facility, the attendant

shall a solid waste staff person at the DEP regional office (207) 764-0477 between 8 a.m. to 5 p.m., Monday through Friday and the appropriate municipal official to authorized qualified removal.

D-3 If the attendant cannot identify the material, notify the Madawaska Fire Department and DEP at the number listed above for assistance in identification. If sampling and further detection of hazardous or special waste is required, a qualified hazardous waste handling firm or solid waste contractor must be used, as appropriate.

**E. CLEAN-UP / DECONTAMINATION**

E-1 Only trained personal shall handle hazardous wastes. Such training shall follow the guidelines of 29 CFR Part 1910.120.

E-2 Unpermitted special waste shall be removed from the area where found and transported to a special waste disposal facility licensed to accept that special waste within sixty days.

E-3 A hazardous and special waste interim storage area will be designed on site. Because hazardous waste require special training to handle and to minimize the area of potential contamination it is recommended that any hazardous waste found at the solid water facility be stored at this interim site.

****

### Emergency Action Plan

**COMPANY NAME:** VALLEY RECYCLING FACILITY, INC. March 16, 2020

**I. POLICY**

It is the policy of this company to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

**II. EMERGENCY PLAN COORDINATOR** Chuck Pelletier- Supervisor or Ray Demoranville -Asst. Supervisor are responsible for making sure this emergency action plan is kept up to date, practices, and reviewed periodically.

The Emergency Plan Coordinator can be reached at VRF 72 Airport Road, Frenchville, Maine 04745 (207)-543-6372

**III. REPORTING PROCEDURES**

(List the types of emergencies that could occur at your workplace and how employees should report them. Options include internal telephone numbers, intercom, public address systems, etc. Employees must also notify external emergency responders if the company uses them for help in emergencies.)

|  |  |
| --- | --- |
| **Type of Emergency** | **How to Report** |
| Fire |   911 & Supervisor 231-1430 |
| Explosion |   911 & Supervisor 231-1430 |
| Weather |   911 & Supervisor 231-1430 |
| Bomb threat |   911 & Supervisor 231-1430 |
| Chemical Spill/Leak |   911 & Supervisor 231-1430 |
| Violence |   911 & Supervisor 231-1430 |
| Medical |   911 & Supervisor 231-1430 |
| Other (list) |    |

Reporting procedures are posted \_\_VRF Scale House & Transfer Station Break Room \_

**IV. EVACUATION PROCEDURES**

**A. Emergency Escape Procedures and Routes**

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. A sample escape procedure and escape route sheet of the type posted in work areas is included with this plan.

**B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate**

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

The following lists the employees and their duties:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Work Area** | **Special Assignment** |
|   Dave Daigle | Senior Transfer |  Transfer floor |   Clear & Secure Transfer Bldg , Report Emergency |
|   Nate Deschaine | Junior Transfer |  Transfer floor |  Clear & Secure Transfer Bldg , Report Emergency |
|   Ray Demoranville | Recycle Bldg Employee |  Recycling Bldg |  Clear & Secure Recycle Bldg , Report Emergency  |
|   Matt Caron | Recycle Truck Employee |  Recycling Bldg |  Clear & Secure Recycle Bldg , Report Emergency |
|  Chuck Pelletier | VRF Supervisor |  Scale House | Clear, Secure & Act For all people Report Emergency |

The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the Emergency Plan Coordinator's Office.

**C. Employee Accountability Procedures after Evacuations**

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is included with this plan.

**D. Alarm System**

Describe the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens, or even public address systems.

Alarm systems for notifying all employees in case of an emergency are:

|  |  |
| --- | --- |
| **Action to be taken** | **Alarm system** |
|   Report Emergency Via hand held radio |   2 way radio |
|   Trip fire alarm in Transfer & Recycling Bldg |   Fire Alarm |
|   Physically & Verbally make contact |    |

([OSHA Standard 29 CFR 1910.165, Employee Alarm Systems](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9819&p_text_version=FALSE#1910.165(a)(1), provides guidance on emergency alarms.)

**E. Sheltering in Place**

(Certain emergencies require employees not to evacuate, but to move to an interior, windowless room. Describe procedures for sheltering-in-place emergencies at your workplace.) In case of weather event that requires inside sheltering all employees will go to the Recycle Bldg Tool Crib.

**F. Training**

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Work Area** | **Special Assignment** |
|   Dave Daigle | Senior Transfer Employee |   Transfer Station | Clear & secure bldg. & report Emergency |
|   Nate Deschaine | Junior Transfer Employee |   Transfer Station | Clear & secure bldg. & report Emergency |

Training is provided for employees when:

1. The plan was initiated- 6/6/2012

2. Responsibilities change-

3. New employees are hired or transferred-

4. At least annually-Yes

**V. FIRE EXTINGUISHERS** (Specify whether or not employees are expected to use fire extinguishers prior to evacuating. Use of fire extinguishers requires additional training and procedures. In most cases employees are at less risk if they do not use fire extinguishers. Each organization must determine its own policy regarding fire extinguisher use.) **At this time Employees will not use Fire Extinguishers until trained to do so.**

**VI. EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION**

Each supervisor is responsible for accounting for each assigned employee following an emergency evacuation. The following procedures apply:

1. Rally points have been established for all evacuation routes and procedures. These points are designated on each posted work area escape route.
2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Emergency Evacuation Coordinator.
4. The Emergency Evacuation Coordinator will be located at one of the following locations:
	1. Primary Location: \_\_Scale House\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Secondary Location: \_VRF Transfer Station \_\_\_\_
5. The Emergency Evacuation Coordinator will determine the method to be utilized to locate missing personnel in each situation.

**VII. RESCUE AND MEDICAL DUTIES**

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

(Most small businesses rely on local resources such as hospitals or fire departments to provide rescue and medical services. Where that is the case, list those resources. If employees have such duties include a list of these individuals and the training they have received.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Location Assignment** | **Special Assignment** | **Training Provided** |
|   N.M.M.C. | Fort Kent |    |  |
|   911-Ambulance/Fire |  |    |  |
|    |  |    |  |

Special Instructions and Procedures

All personnel performing emergency rescue and medical duties must follow these instructions:

1.

2.

3.

4.

5.

6.

**VII. EMPLOYEE TRAINING**

Employees will be trained yearly by Reviewing the Emergency Plan in its entirety and updating info as needed. Practice of simulated emergencies will be conducted throughout the year.

**VIII. CONTACTS**

For more information about this plan, contact the Emergency Action Coordinator.

The following people should be contacted during off-hours emergencies (names and phone numbers):

1. Chuck Pelletier- Work 207-543-6372 Home 207-895-3003 Cell 207-231-1430

2. Administrator - Work 207-728-6351 Cell 316-3920

3.Ray Demoranville 316-9409

**F. EMERCENCY INFORMATION**

F-1 The attendant shall have the following telephone numbers at the solid waste facility to telephone radio requests and dispatch notifications.

1. DEP, Bureau of Remediation & Waste Management appropriate regional office number during normal business hours and DEP emergency spill number: 1-800-482-0777 for after hour and weekends.

2. Frenchville Fire Department 911

Madawaska Fire Department 911

 Fort Kent Fire Department 911

 3. Aroostook County Sheriff 1-800-432-7842

 4. Ambulance INC Service 911

 5. Maine State Police (to report) 1-800-924-2261

 6. Maine Poison Center 1-800-442-6305

F-2 The closest location for emergency medical care is Northern Maine Medical Center. To get there, Down Airport Drive, right on Cleveland road, Left on Star Barn Road, Left U.S. Route # 1 to Fort Kent.

**G. WRITTEN REPORTS**

A written spill report shall be filed with the DEP, Bureau of Remediation & Waste

Management, within 15 days of the incident involving hazardous waste or material. The report must indicate:

G-1 Spill Report

1. Date and time of incident;

 2. Location;

 3. Material lost or spilled;

 4. Amount lost or spilled;

 5. Amount recovered;

 6. Cause of the incident;

 7. Corrective action taken;

 8. Clean-up methods used;

 9. Disposition of recovered material;

 10. List of agencies notified;

 11. Time agency responded on site